



Medicaid Specialist II (Part-time)

Department: Medicaid Rebate Team **Reports to:** Director of Operations
Classification: Part-Time **Direct reports:** None

Don't be just a number - join our small, elite, and entrepreneurial team of professionals in serving pharmaceutical manufacturers through business processing and pricing analytic services. Leverage your skills and experience to make a measurable difference in the success of our clients' growth and profitability. In return, Prescription Analytics offers employees a competitive base salary, bonuses, career growth & mentoring opportunities, free lunches, on-site massages and more.

Role Overview

The Medicaid Specialist II will help support Prescription Analytics, Inc. through the execution of Standard Operating Procedures defining our government pricing, invoice reconciliation and data entry services for PAI pharmaceutical clients. The Medicaid Specialist II will partner with other members of the PAI Medicaid Rebate Team to ensure completion of all monthly operating plan action items on a timely basis, while adhering to client specific SOPs.

The Medicaid Specialist II is a key internal position. She/he will primarily support PAI client deliverables related to a quarterly Medicaid Rebate processing cycle. The high quality of work and timely delivery to support client needs and requirements ensure ongoing client satisfaction and continued long-term relationships.

Examples of specific activities include but are not limited to:

- Downloading electronic invoices from state portals
- Entry of required data into our proprietary reconciliation system
- Maintain rebates inbox
- Discrepancy resolution
- Quarterly URA validation
- Quarterly pricing reviews
- Set up & maintain state portal access for labelers
- Other activities and projects to support our client analytics projects
- Assist w/commercial rebate analysis workbooks
- Assist w/state Licensing applications & process
- Check payment assembly
- Assist with quarterly prep

Ideal Candidate

Prescription Analytics is seeking dependable individuals with strong Microsoft Office and computer skills, a passion for learning, who are interested in really having an impact on the company they work for and the clients they serve. If you love getting things done, making a meaningful contribution and are willing to learn and apply your ability to problem solve this may be role for you. To this end, the following:

Requirements

- Works well in a team setting
- Consistently meet required deadlines with minimal supervision
- Analytic & mathematic proficiency
- Proficiency in Microsoft Office suite
- Permanent work authorization in the U.S.

Key Skills

- Intellectual curiosity
- Ability to multi-task
- Scrupulous attention to detail
- Desire to work in a fast-paced entrepreneurial environment
- Willingness to jump in to support all levels of activity, due to the cyclical nature of the workload