

Prescription Specialist – Medina Location

Trillium Creek Dermatology located in Medina Ohio.

Pay: \$20-\$28 an hour

Benefits: 401k, 401k matching up to 4%, paid vacation, health, vision, dental, Aflac, off major holidays, free dermatologic care for employee and immediate family, discounted cosmetic procedures and boutique products.

Hours: 4 weekdays/overtime is available if desired 7:45am-5:00pm

General Responsibilities

- Submit information to Kroger and Gentry for new biologic prior authorizations for biologic prescriptions
- Communicate with Kroger and Gentry and provide any necessary information for the processing of the biologic prior auth and prescription
- Handle all daily biologic prescription refills
- Communicate with patients regarding the entire biologic process including answering their questions
- Transfer biologic prescriptions via phone and EMR system
- Schedule delivery of in office administered medication
- Keep in touch with specialty pharmacy representatives
- Keep biologic sample inventory
- Obtain signatures and return sample packing slips
- Communicate with pharmacy representatives regarding issues and clarifications via email and phone
- Communicate with biologic pharmaceutical representatives as needed
- Handle ordering of Ilumya for our buy and bill patients
- Schedule and ensure patients keep Ilumya appointments for buy and bill medications
- Be the contact person for questions on prescriptions from office staff
- Handle receipt of incoming office administered medication
- Submit prior authorizations for regular non-biologic medications electronically and on paper as applicable
- Process approval and denials for regular non-biologic medications including appealing, finding cheaper alternatives, or requesting alternatives from providers
- Contact insurance companies when needed
- Process incoming prescription faxes
- Communicate with providers and medical staff when issues arise
- Handle prescription phone calls from both patients and pharmacies
- Complete and return adverse event reports
- Register new patients in iPledge
- Confirm both patients who cannot and patients who can get pregnant monthly in iPledge
- Call iPledge when needed
- Other duties as assigned and needed

Essential Skills

- Be cheerful and friendly to all patients – a high level of customer service
- Understand HIPAA, OSHA, and all practice guidelines and regulations with patient care
- Basic typing and computer skills
- Communication skills with patients, Medical Assistants, PA's, and Doctors
- Work well with co-workers
- Bring a high level of energy to work every day
- Ability to multi-task
- Good problem solving skills
- Presents a highly professional image

Preferred Experience: Experience with prescriptions