



**EXPRESS SCRIPTS®**

## **JOB POSTING**

**Position Title:** On-site Pharmacy Auditor

**Grade Level:** F

**Department:** Business Integrity

**Reports To:** Mgr, Business Integrity  
Pharmacy

**No. of Positions:** 1

**Location:** WAH

### **Description:**

Express Scripts Canada has an exciting opportunity for an experienced Retail Pharmacy Technician who is looking to take the next step in their career as an On-site Pharmacy Auditor. The successful candidate will be able to demonstrate a strong ability to multi-task priorities while maintaining professional rapport when dealing with internal and external customers. This candidate must be willing and able to travel throughout Canada. This is a telecommute position.

### **Key Responsibilities:**

- Conduct on-site and desk audits to ensure that providers have retained the appropriate documentation in support of each claim, in accordance with Provincial and Federal Legislation and their Provider Agreement.
- Documentation, selection and preparation of claims to be audited.
- Communicate with providers, internal and external customers to ensure service standards are met.
- Conduct an extensive analysis of a provider claims report using established audit procedures to identify abnormal or inconsistent claims submission practices.
- Verify audit data through communication with the prescribing physician and/or insured client to ensure that services paid for were authorized by the prescriber and received by the insured.
- Assimilate audit data and generate the audit report that is sent to the provider within a set time frame and receive the audit recovery and produce a Carrier recovery report. File all audit related data and documentation on the server.

### **Qualifications:**

- A minimum of two years recent retail pharmacy experience including; COB (Coordination of Benefits) and DUR (Drug Utilization Review) knowledge.
- Graduate of an accredited post-secondary educational program in the Pharmacy Assistant Program
- Must have a vehicle and a valid driver's license
- Must own a cell phone
- Proficient in computer applications (Word, Excel, Outlook) familiarity with Pharmacy software systems
- Proven time and resource management skills to ensure deadlines are met
- Must be detail oriented with strong organizational abilities
- Excellent verbal and written communication
- Demonstrated team player
- Bilingualism (French & English) is an asset



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### **Physical Demands/Working Conditions:**

- Available to travel frequently (including remote Canadian locations) up to 50% of the time
- On occasion may be required to travel on short notice
- Willing and able to drive long distances and travel via airplane as dictated by the pharmacy's location
- Job requires precise finger/hand movements while working with a keyboard
- Need to remain at work station for lengthy periods

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### **ABOUT EXPRESS SCRIPTS CANADA**

Express Scripts Canada, a registered business name of ESI Canada, an Ontario partnership indirectly controlled by Express Scripts, Inc. (Nasdaq: ESRX), is one of Canada's leading providers of health benefits management services. From its corporate headquarters in Mississauga, Ontario, just outside Toronto, Express Scripts Canada provides a full range of integrated pharmacy benefit management (PBM) services to insurers, third-party administrators, plan sponsors and the public sector, including health-claims adjudication and processing services, Home Delivery Pharmacy Services, benefit-design consultation, drug-utilization review, formulary management, and medical and drug-data analysis services, to better facilitate the best possible health outcomes at the lowest possible cost. For more information about Express Scripts Canada, visit its Web site at [www.express-scripts.ca](http://www.express-scripts.ca).

It will be a condition of employment that the successful candidate receives the Enhanced Reliability Clearance from the Federal Government. We offer a competitive salary and benefits package, and the opportunity to work with a group of dedicated professionals.

Express Scripts Canada is an equal opportunity employer that promotes a diverse and inclusive workplace. By embracing diversity, we build a more effective organization that empowers our employees to be the best that they can be.