



## JOB VACANCY POSTING

**Job Title:** On-Site Pharmacy Auditor

**Date:** March 4, 2010

**Completed By:** Magie Cuaresma

### POSITION SUMMARY:

ESI Canada has an exciting opportunity for an experienced Retail Pharmacy Technician who is looking to take the next step in their career as a Bilingual Pharmacy Auditor. The successful candidate will work from a home based office and will be able to demonstrate a strong ability to multi-task priorities while maintaining professional rapport when dealing with internal and external customers. The candidate must be willing to travel throughout Canada. The majority of the onsite audits will be within the Atlantic & Quebec provinces.

### JOB FUNCTION/PRINCIPAL DUTIES:

- 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:

- Must have a minimum of two years recent retail pharmacy experience including; COB (Coordination of Benefits) and DUR (Drug Utilization Review) knowledge.
- Must be fluently bilingual (English/French)
- Must have a diploma from an accredited post secondary educational program in the Pharmacy Technician Program
- Must have a vehicle and a valid driver's license
- Willing and able to drive long distances e.g. 3-4 hours
- **Must be prepared to travel frequently (including remote Canadian locations) up to 50% of the time.**
- Must own a cell phone
- Proficient in computer applications (Word, Excel, Outlook) familiarity with Pharmacy software systems
- The candidate will develop a strong understanding of the Quebec marketplace and AQPP legislation

**Additional Qualifications:**

- Excellent time and resource management skills to ensure deadlines are met
- Must be detail oriented with strong organizational skills
- Excellent verbal and written communication skills with experience in report writing
- Must be professional and highly organized when conducting an audit.
- Demonstrated team player attitude

**ABOUT ESI CANADA**

ESI Canada is a leading health benefits management company offering innovative and flexible online adjudication services for both pharmacy and dental. Serving over 6 million members, we help insurance carriers, third party administrators, and the public sector optimize the value of drug and dental benefits by linking the talent and professional expertise of our people with leading-edge information management systems and technology.

ESI Canada is a wholly-owned subsidiary of Express Scripts Inc., one of the largest pharmacy benefit management (PBM) companies in North America (Nasdaq: ESRX).

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.