



Bilingual Pharmacy Auditor (Travel throughout Quebec & Atlantic)

ESI Canada has an exciting opportunity for an experienced 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. This candidate must be willing to travel within various locations within the Atlantic & Quebec.

JOB FUNCTION/PRINCIPAL DUTIES:

- Documentation, selection and preparation of claims to be audited
- Provide excellent communication with providers, internal and external customers is required 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
- Conduct an on-site audit 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.
- 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

QUALIFICATIONS:

- Must be fluently bilingual (English/French) 5+ years experience in a hospital or a community pharmacy.
- Must possess a Pharmacy Technician diploma from an accredited program or CPhT designation from the Ontario College of Pharmacists
- 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
- Knowledge of computer applications (Word, PowerPoint) and must be proficient in Excel
- Must be prepared to travel frequently up to 50% of the time.

Interested applicants please submit your resume and cover letter to recruitment@express-scripts.com or fax it to (905) 712-6328.

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.

We thank all those who have applied for the position however only those considered for an interview will be contacted.

