

# Ravin Consultants

## JOB DESCRIPTION

**Job Title:** 340B Compliance Consultant / Account Manager (remote)

**Last Updated:** 2/20/2021    **Status:** 1099 Contractor to Employed/Exempt

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### **Purpose:**

Responsible for consistent, professional handling of Ravin's account relationships. Initiates and facilitates regular, productive communication with assigned Ravin Consultants' clients. Serves as subject matter expert on 340B compliance, monitoring assigned client accounts and ensuring that clients achieve and remain in compliance with 340B Program guidelines. Remote position with some travel required.

### **Accountability:**

The 340B Compliance Consultant / Account Manager reports to the Chief Pharmacy Officer.

### **Job Duties / Responsibilities:**

- Serves as a subject matter expert for the 340B program for Ravin clients, specifically grantees.
- Actively engages with clients in the development of the 340B Program and regular compliance audits.
- Completes mock audits based on the data request list provided by HRSA contracted auditors.
- Develops, modifies, and ensures that 340B policies and procedures are in accordance with current state, federal, and program requirements.
- Develops and nurtures ongoing account relationships. Reliably serves as the key contact with assigned clients to understand their 340B program, 340B compliance status, concerns and goals.
- Ensures that the data elements required to track eligible 340B patients are in place.
- Identifies client education needs and creates training and competency materials for clients participating in the 340B program. Provides regular education to clients on policies and procedures related to 340B compliance.
- Monitors utilization records and 340B purchasing accounts to ensure compliance, performing audits or assessments internally as prescribed.
- Reports findings on compliance gaps and/or data anomalies to appropriate team members.
- Provides recommendations on action plans and next steps for resolution.
- Ensures that reporting meets organizational, regional, national, state, and federal requirements.
- Responsible for ensuring that the HRSA 340B database is accurate for all assigned client entities. Assists Ravin Consultants' clients with meeting registration requirements and timelines.
- Proactively identifies client education needs. Educates and trains clients on Program compliance as needed.
- Works collaboratively, developing fruitful relationships internally, as well as externally with Covered Entities' wholesalers, manufacturers, pharmacies, and other vendors.



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- Appropriately interfaces with governmental and 340B support agencies as necessary, e.g., Department of Health, CDC, etc.
- Routinely and effectively reviews key account elements to maintain compliance and visibility and knowledge of client performance.
- Ensures timely implementation of contract pharmacy relationships.
- Routinely and effectively reviews key account elements to maintain compliance and visibility and knowledge of client performance.
- Responsible for ensuring registration of any new site within the allotted time frame.
- Maintains working knowledge of assigned client contracts, including duties, obligations, and deliverables. Uses tact and professionalism to ensure that work performed remains in scope, unless directed to do otherwise. Communicates client requests outside of the scope of work to supervisor. Proactively identifies and communicates new business opportunities for Ravin as they arise during the course of working on assigned client accounts.
- Develops action plans and recommends them to appropriate persons, in order to close identified gaps or risk points.
- Develops, monitors, and presents reports on 340B participation that clearly document utilization, the impact of the program on operating expenses, areas of risk, risk mitigation strategies, and exceptions and/or discrepancies to appropriate leadership.
- Provides timely and appropriate responses to clients, ensuring Ravin's service level standards are consistently achieved.
- Supports and promotes Ravin's values and culture through positive interactions with both internal and external stakeholders on a regular basis.
- Maintains appropriate and timely documentation of all client interactions and project updates in Ravin Consultants' applications.
- Maintains confidentiality at all times regarding Ravin Consultants and client information.
- Attends to other initiatives and goals as assigned.

### **Knowledge, Skills, and Abilities Required**

- Capability to work remote effectively, efficiently and with continued communication
- Capacity to function independently with little supervision
- Knowledge of medical and 340B terminology
- Proficient with EMR systems and proficiency in Microsoft Office applications
- Exercises consistently sound judgment
- Strong customer service and problem-solving skills
- Demonstrates cultural sensitivity
- Seamlessly handles changing priorities
- Ability to organize priorities and perform multiple tasks simultaneously and efficiently
- Ability to maintain accuracy with multiple interruptions
- Promotes a positive, collaborative work environment and culture.

### **Required Education / Experience**



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Bachelor's Degree in Accounting, Finance, Business, or Healthcare related field, from a regionally accredited college or university. MBA preferred. Apexus ACE certification (or the ability to obtain Apexus ACE certification within 90 days of hire) strongly preferred.

Minimum three (3) years of experience in a combination of the following areas: 340B Program auditing, 340B Implementation/Coordinator or management; compliance with government regulations; auditing; project management.

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Name: Jennifer W. Lockwood, CEO/Founder  
Ravin Consultants, LLC

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Date:

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Name:  
340B Compliance Consultant / Account Manager

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Date:



340B Auditing,  
Compliance,  
and Growth

Healthcare  
Operations

Financial  
Solutions

IT/Computer  
Support

Human  
Resources