

POSITION SPECIFICATION - EXTERNAL ADVERT

POSITION	: Benefit Design Pharmacist
DEPARTMENT	: Benefit Design
REPORTS TO	: Manager: Benefit Design
APPLICATIONS TO	: Manager: Human Resources (HR@mediscor.co.za)
Closing date	: 31 August 2021

Job Summary

To ensure the accurate processing of medicine claims according to client specifications.

Key Performance Areas:

Medicine Management rules

- To implement medicine management rules for new and existing clients on the various Mediscor systems according to predetermined specifications.
- To compile and update documentation of all benefit design rule changes and communicate the changes to all relevant stakeholders.
- To test and approve all benefit design rule changes to ensure predetermined specifications are met and claims are processing accurately.
- To co-ordinate and implement year-end roll-over benefit design changes for existing Mediscor –clients, according to predetermined specifications and meeting deadlines according to the roll-over project plan.
- To assist both Mediscor clients and Mediscor internal departments with resolving queries related to medicine management rules.

Monitoring the accuracy of medicine rules (Quality Assurance)

- To monitor the Mediscor real-time QA system daily and make the necessary changes to ensure the accurate processing of medicine claims.
- To monitor the Mediscor retrospective claims QA (Pythagoras) system daily and make the necessary changes to ensure the accurate pricing of medicine claims.

Client Liaison

- To liaise and meet with clients and provide guidance and advice regarding medicine rule management and benefit design.
- To be the custodian of the client's medicine benefit design rules.

Systems and process Enhancement

- To assist the IT department when claims software updates are installed to ensure claims processing isn't affected by the upgrade in software and to identify new functionality that can be implemented to improve current processes and systems.
- To identify areas for improvement in systems and processes that can be implemented to enhance the accuracy and timeous processing of medicine claims.

Experience and Qualifications required

- BPharm or equivalent, as a minimum requirement
- Registered with the South African Pharmacy Council
- Knowledge of the medical scheme and managed care industry
- Knowledge of Drug Utilization Review
- Microsoft Office; including Excel, Word, and PowerPoint – at intermediate level
- Knowledge of Mediscor business, services, and environment

Knowledge and Attributes required

- Analytical and detail orientated.
- Work systematically to achieve the desired outcome.
- Have a professional and positive attitude.
- Interpersonal and customer-orientated service skills.
- Excellent verbal and written communication skills.
- Good knowledge of various legislation concerning medical schemes, health insurance, PMBs, and other healthcare issues.
- Ability to work independently and in a multidisciplinary team.
- Handle pressure and difficult situations.
- Be able to work under set deadlines – time management is critical.
- Be diligent and self-disciplined.
- Be responsible and able to maintain confidentiality.
- Be pro-active and demonstrate own initiative and creativity.
- Be able to make decisions.

Recruitment will be done as per the Company EE plan