



Compliance Analyst II

What You'll Do:

As the Compliance Analyst II, you will research, review, and interpret moderately complex legal and regulatory changes relevant to Serve You Rx and communicate new and revised regulatory requirements to company departments. You will lead moderately complex efforts to achieve or maintain compliance as set forth by the Director of Compliance, as well as obtain new and renewal licenses, certifications, registrations, and exemptions.

You will communicate with state boards of pharmacies and departments of insurance, advise and assist in developing and updating company and departmental policies and procedures, develop and perform internal audits to ensure corporate compliance, and prepare required documentation and records for regulatory audits and inspections.

Additionally, you will assist in developing and ensuring HIPAA training and resolving HIPAA-related questions, assist in tracking, preparing, reviewing, and/or revising company contracts with clients and vendors, and assist in tracking and maintaining provider credentials and developing credentialing program strategy. The Compliance Analyst II will work with others to manage processes and programs and analyze possible solutions using standard procedures.

Qualifications:

- Bachelor's or JD degree or equivalent combination of education and experience.
- Minimum of three years of previous compliance or related experience.
- Prior pharmacy benefit management (PBM), pharmacy, or health insurance experience.

Why Serve You Rx?

In addition to the great workplace culture, Serve You Rx offers generous benefits to include: medical, dental, vision, 401k, HSA, FSA, identity theft, pet insurance, and a generous paid time off policy.

Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to hr@serve-you-rx.com

The purpose of this document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list.