

Bilingual Patient Reimbursement Manager – Specialty Pharmaceutical Services Company

Description of the position (responsibilities, goals)

The company is looking for an engaged individual based in Oakville, Ontario to take on the role of Bilingual Patient Reimbursement Manager. This role is responsible for undertaking the management of specific projects or cases that are assigned to them in regards to patient reimbursement and coordination. In collaboration with the dispensing pharmacist, the Bilingual Patient Reimbursement Manager is responsible for overall management of their patient cases.

In addition, this role offers the unique opportunity to contribute to the strategic direction of our reimbursement practices and designing the work flows, with room for advancement as we continue to grow.

We are willing to train the right individual on reimbursement practices on a national scale. Bilingual candidates with previous experience in the pharmaceutical, insurance, financial, or similar industries are encouraged to apply.

Primary duties and responsibilities include:

- Coordinate and manage all aspects required in order to obtain prescription drug coverage for patients;
- Coordinate cases with insurance companies, physician' offices and healthcare professionals in order to maximize reimbursement solutions;
- Coordinate documents, submissions and all related paperwork to insurance companies, public/federal funding programs;
- Implement Financial Means Test as required in an effort to maximize patient's prescription drug coverage;
- Coordinate with pharmacy processes required once funding has been obtained;
- Acquire in depth knowledge of public / private and federal funding mechanisms; and
- Other duties and tasks as required from time to time

Required qualifications and experience for the candidate

- English, French Bilingualism - is required
- Minimum of 2 years experience in customer service experience
- Experience in the healthcare, pharmaceutical, or insurance industry is an asset
- Strong proficiency in Microsoft and Google applications (Google apps, Word, Excel)
- Professional/courteous/efficient telephone manner
- Proven ability to organize time, set priorities, and multi-task in order to meet various competing work deadlines
- Strong communication and interpersonal skills
- Ability to work independently and in a team environment

Contact: Sean Peel, OBIO H2BB™ Business Development Manager 416-848-6839 ext. 103 | seanpeel@obio.ca

- Attention to detail
- Ability to resolve issues effectively and efficiently

Along with an up to date resume clearly outlining your past work experience (be sure to include the month and year for your employment start and end dates), please include a cover letter highlighting how your skills, experience, and education meet the requirements of this role (including whether or not you are fluently BILINGUAL in EN/FR).

Location of the position (city): **Oakville ON** **Office or Virtual based** **Office**

To Apply please send your resume and cover letter to

Ryan Ball, Program Associate Manager ryanball@obio.ca