



## **JOB DESCRIPTION: Medication Access Worker-Hopewell**

**Position/Title:** Medication Access Worker  
**Supervisor:** Pharmacy Coordinator  
**Status:** (FULL TIME OR **PART TIME**)

### **Medication Assistance Worker – Job Description**

**Cross Over Health Care Ministry:** Operates two non-profit health centers in Richmond VA and one satellite site in Hopewell, VA. The clinics serve low income patients who are uninsured or are enrolled in Medicaid. Overall, CrossOver provides comprehensive healthcare to 6,000 residents of Central Virginia, offering care to children as well as adults. CrossOver also operates a licensed pharmacy.

**Cross Over Health Care Ministry's Mission:** We are called to provide health care, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

**Cross Over Health Care Ministry's Vision:** A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

**Overall Responsibility:** The MAC assists patients in obtaining the medications prescribed by their physicians. The MAC assists individuals apply for and obtain free prescription medicines from the brand name pharmaceutical companies' Patient Assistance Programs (PAPs) and/or discounted generic medicines by using The Pharmacy Connection (TPC). The MAC will also assist patients in obtaining medicines by helping those newly eligible for Medicaid apply for coverage. The MAC will continue to assist patients not eligible for Medicaid in obtaining medicines via the PAPs. This includes denial letters for those PAPs that require one.

**Position/Title:** Medication Assistance Worker-Hopewell  
**Supervisor:** Pharmacy Coordinator  
**Status:** Part-Time

#### **Key Responsibilities:**

- Process new TPC prescriptions ordered by clinicians
- Assist patients with applying for Medicaid
- Obtaining and documenting Medicaid denial or approval letters
- Process additional information needed for PAP
- Check medication into TPC system received from PAP
- Run monthly reports for reordering 3 month supply medications
- Print patient labels for RPH verification
- Notify patients of TPC medication availability

#### **Key Qualifications:**

- Strong interpersonal, analytical and computer skills
- Certified Pharmacy Technician

- Ability to multi-task and develop creative solutions
- Ability to work with diverse group of people