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Weaver at gweaver@pentechealth.com

Please note: We are not accepting inquiries or resumes from third party sources. Any resumes received will be deemed to be property of Pentec Health.

Pentec Health, Inc. is committed to maintaining workplaces that are free from illegal drugs, controlled substances, and/or alcohol.

Pentec Health is an Equal Opportunity Employer

Career Opportunities available in:

IVIG Account Executive

Receptionist

Pharmacy Regulatory Liaison

Clinical Dietitian (PT)

Renal Sales Executive (Chicago based)

Systems Analyst

Position/Title: IVIG Sales Executive	Location: Boothwyn
Typical work hours:	Division: Specialty Infusion

Objective:

Responsible for managing all sales activities within Specialty Infusion. This includes strategic planning to enter new geographies, as well as new lines of business, identifying and directly calling on key referral sources and payers, managing the operational budget for the Sales Team, mentoring existing Account Executives, and hiring and training all new sales personnel.

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons

Essential Duties & Responsibilities:

1. Work with GM/EVP to build Specialty Infusion sales budget inclusive of forecasted growth, revenue streams and operating expense.
2. Deliver census growth and revenue per plan.
3. Improve the selling skills of the sales team to enhance Pentec Health's image in the marketplace.
4. Work with GM/EVP on marketing materials and programs to deliver on departmental strategy, vision and positioning.
5. Identifies new states and MSA's for geographic expansion of specialty infusion services and works with the NAE to create a market place landscape overview - total market size; disease-level segmentation; bias to refer; payer segmentation; etc. for each of the newly proposed MSA's to enter.
6. Works closely with GM/EVP, NAE, Nursing, Pharmacy and Legal council to build a strategic plan, complete with timelines and operational needs, for new market coverage and penetration.
7. Works closely with Payor Relations and GM/EVP to ensure proper insurance coverage is secured in all targeted geographies to enable the AE's to meet their sales objectives.
8. Participates on GM/EVP Leadership Team to chart future strategic direction of Specialty Infusion Division; geography, services offered, operational alignment, lines of business to consider, etc.

Non Essential Duties and Responsibilities

- Perform other duties, special projects as assigned

Authority and Accountability:

Skills, Competencies and Experience:

Required

- A high degree of clinical and business knowledge of Pentec’s niche market and the ability to convey a targeted message to key healthcare personnel in a professional but convincing manner
- Have strong written and verbal communication skills
- Account management and customer service skills that focus primarily on follow-up and follow through
- Demonstrate the ability to work well with all staff levels and with varied personalities
- Have the ability to work well under pressure and continually multi-task
- Demonstrated ability to establish and maintain long-term relationships with high-level customers
- Be willing and able to travel up to 80% of the time

Preferred

Education, Certifications, Trainings:

Required

- Bachelor of Science is required (MBA preferable)
- 5+ years of National Account or Large Account Management in healthcare field
- 5+ years of medical sales experience
- General knowledge of specialty infusion or home care business required
- 5+ years management and/or leadership experience
- Demonstrated leadership and problem solving abilities
- Intermediate computer skills with programs such as Microsoft Office Suite: Outlook, Word, Excel and Power Point.

Position/Title: Front Desk Receptionist	Location: Boothwyn
Typical work hours: 8:00am-5:00pm	Division: Executive Office
Supervisor: Executive Office Manager	Department: Administrative Support Services
Wage Band:	Status: Non-Exempt

Objective:

The Receptionist is expected to have the switchboard open and operating promptly at 8:00 a.m. and throughout the day until 5:00 p.m. Relief switchboard coverage will be provided for a one-hour lunch, as well as morning and afternoon breaks of 15 minutes each. The Receptionist should work with relief coverage to determine appropriate times for lunch and breaks.

The Receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies, request and maintain off site retention files as well as additional clerical duties. Provides general office support with a variety of clerical activities and related tasks.

Critical features of this job are described under the headings below. They may be subject to

change at any time due to reasonable accommodation or other reasons

Essential Duties & Responsibilities:

Professionally administer all incoming calls in a timely manner

Ensure phone calls are redirected accordingly in a timely manner

Will retrieve messages from Pentec general mailbox when necessary

Greet guests in a professional, friendly, hospitable manner. Ensuring all visitors sign the Visitor's Log and Confidentiality forms prior to announcing their arrival

Sorting and distributing the incoming mail as well as stamping the outgoing mail.

Responsible for maintaining/distributing paychecks biweekly to all personnel. Having log completed and note checks that are mailed to employees not present to receive their paychecks.

Responsible for ordering, receiving, tracking, stocking and distribution of office supplies.

Perform a variety of clerical duties when assigned (ie. Corporate memos, individual project participation)

Organizing forms and other collateral material

May also assist with other related clerical duties such as photocopying, faxing, filing and collating.

Maintain scanning and attachment protocol for cash and denials

Maintain on call scheduling with the after hours service when changes need to be implemented.

Non Essential Duties and Responsibilities

Perform other duties, special projects as assigned

Authority and Accountability:

Skills, Competencies and Experience:

Required

Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.

Punctual

Dress appropriately in a business casual setting, as the primary point of company contact

Able to work with minimum supervision

Ability to work independently on assigned tasks as well as to accept direction on given assignments

Possession of strong organizational skills.

Position/Title: Pharmacy Regulatory Liaison	Location: Boothwyn
Typical work hours: 8:30am-5pm M-F	Division: Pharmacy/Warehouse
Supervisor: Manager of Reimbursement	Department: Warehouse
Wage Band:	Status: Non- Exempt

Able to work collectively with the administrative team associates.

Ability to work in a health service setting dealing with highly confidential patient information

Positive demeanor and strong work ethic

Intermediate knowledge of MS Office (Word, Excel, Outlook, Access)

Preferred

Experience in a health care related environment

Education, Certifications, Trainings:

Required

High School Diploma or GED

6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience.

Objective:

To ensure regulatory compliance with all state pharmacy board licensure, CDS registrations and reporting requirements, and DEA requirements.

Support the pharmacy management team by providing administrative assistance and coordinating travel and meeting schedules

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons

Essential Duties & Responsibilities:

The major areas included are:

- Timely renewal and submittal of applications for all company State pharmacy licenses including DC
- Timely renewal and submittal of applications for DEA registration
- Timely renewal and submittal of applications for all company Controlled Drug Substance registrations
- Timely renewal and submittal of applications and tracking CE credits for pharmacist licenses in which a state requires a pharmacist to be licensed so we can dispense into that state
- Obtain and maintain corporation registrations in all 50 states
- File annual/biannual reports for corporation registrations

- Obtain and maintain SI Nursing licenses in all required states
- Precise and organized record keeping of all regulatory documents
- Submit Controlled Drug Substance reports for all states at the required intervals (i.e. weekly, bi-weekly, or monthly)
- Pharmacist license verification every year to ensure active license with no actions against the pharmacist license
- Periodically reviewing states board of pharmacy web sites for newsletter and/or bulletin information that would affect our pharmacy practice.
- Staying current and communicating all pharmacy regulatory changes and requirements to VP, Pharmacy.
- Perform clerical activities for the pharmacy, nursing, and warehouse departments for Performance Improvement meeting minutes, work flow process documents, policy and procedure manual updates, etc.
- Coordinate and maintain all pharmacy and distribution productivity, capacity, and quality control reports and documents.

Non Essential Duties and Responsibilities

- Perform other duties, special projects as assigned

Skills, Competencies and Experience:

Required

- Superior organizational skills
- 1-2 years of hands on experience in clerical role
- Excellent time management, communication, and organizational skills
- Prepare and maintain complex records and reports.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- Communicate effectively verbally and in writing.

Preferred

- Experience working within a specialty pharmacy, home healthcare or other regulated field
- Knowledge of medical terminology as demonstrated by work experience or education

Education, Certifications, Trainings:

Required

- Pharmacy Technician experience preferred
- Administrative and clerical skills required
- Intermediate Microsoft Office knowledge and experience

Preferred

Strong MS Office skills in Excel, Word and Power Point

Position/Title: Renal Program Dietitian	Location: Boothwyn
Typical work hours: Part Time	Division: Finance
Supervisor:	Department: Customer Service
Wage Band:	Status: Non Exempt

Objective:

This role provides clinical expertise for IDPN and IPN therapies: supporting internal aspects of therapy approval and authorization; providing clinical expertise in the management of these therapies; assisting with the organization and coordination of research for these therapies. In addition, this role supports and addresses the needs of the patients requiring

clinical assessment and documentation for the Pentec Health Specialty Infusion patients.

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons

Essential Duties & Responsibilities:

- Assists in supporting renal program to increase the client base for IDPN/IPN and other forms of Parenteral and Enteral Nutrition (PEN) and related services at the direction of the Renal Program Clinical Director and other members of the Pentec Health Management team.
- Works with Supervisor Customer Services/Renal Division to provide clinical and technical support to the Customer Service Representatives in case management and authorization related issues which includes but is not limited to:
 - Identification of potential candidates for PEN by determining qualifiable diagnoses and evaluating clinical parameters for indication of need of therapy.
 - Prior to commencement of therapy, as per specific client/dialysis chain requests, assures patient qualification criteria for therapy are met.
 - Determining qualifiable diagnoses and evaluating clinical parameters for indication of continuation (re-authorization) of therapy.
- Review and evaluate nursing assessment on Pentec Health Specialty Infusion Patients. Complete nutrition assessment and document plan of care on patients determined at nutritional risk by weight loss criteria within established time frame.
- Provides internal clinical support to Nutrition Support Consultants who provide IDPN and IPN therapies to patients through Pentec.
- Evaluates and monitors patients requiring IDPN and IPN nutritional therapies as directed by the Renal Program Clinical Director.
- Assists and coordinates research endeavors with the Renal Clinical Program Director and Renal Program Manager and other members of the Pentec Health Management team.
- Is available to assist with Web-Ex seminars; live displays and educational sessions regarding the use of IDPN/IPN and other nutritional therapies.
- Performs such additional tasks as is necessary to insure the quality of care within the department of Nutritional Support Services.
- Participates in the Quality Management process.
- Other Clinical Duties as assigned and directed by the Renal Program Clinical Director and Pentec Health Care Management Team.
- **Role possible to expand to meet the growing needs of the IDPN/IPN and Pentec Health Specialty Infusion Divisions**

Non Essential Duties and Responsibilities

- Perform other duties, special projects as assigned

Authority and Accountability:

- N/A

Skills, Competencies and Experience:

Required

- Experience in renal nutrition, especially in End Stage Renal Disease, along with experience in all forms of nutrition support is required.
- Must have a good working knowledge of renal disease and any other disease processes and their treatment, which may require nutrition support.

Preferred

- Knowledge of health insurance and third party reimbursement helpful.

Education, Certifications, Trainings:

Required

- B.S. degree in Nutrition or related equivalent
- Registered Dietitian or Licensed Nutritionist as required by State

Preferred

- CNSD Preferred

Position/Title: Account Executive/Nutritional Consultant	Location: Chicago, with multi state coverage
Typical work hours:	Division: Renal
Supervisor:	Department: Sales

Position Overview

The Nutrition Support Consultant/Account Executive is responsible for creating and maintaining a consistent flow of patients that utilize IDPN and IPN therapy by educating the clinical staff (Dietitians, Nurses, Technicians and Physicians) in the outpatient dialysis centers on the role of parenteral nutrition. The Nutrition Support Consultant/Account Executive will monitor and manage IDPN and IPN patients in conjunction with the clinic Dietitians. This position will be region specific, requiring a remote working location.

Duties and Responsibilities

1. Drive and maintain a new and existing patient population that utilizes Pentec Health's IDPN and/or IPN therapy by incorporating appropriate sales techniques and relationship building.
2. Account Executive will be involved in setting and managing marketing strategy and budgets as appropriate.
3. Account Executive will participate in brainstorming, drafting and designing different marketing/educational materials to be used to help generate sales.
4. Account Executive will be involved in recommending policies and procedures related to marketing/sales as appropriate.
5. Conduct Clinical Education Seminars and IDPN/IPN In-services to Renal Dietitians and other clinical staff at local/regional meetings and in dialysis centers.
6. Work as a team with the Customer Support Representative, to provide comprehensive patient, technical and billing services to the customer base.
7. Assist facility personnel in patient identification and appropriate patient specific formula selection.
8. Primary responsibility of the Nutrition Outcomes Program through initial data capture, monitoring and on-going management of all patients throughout their continuum of care.
9. Keep Pentec Health abreast of current trending and advances in Outpatient Nutrition Support.
10. Position oneself as the expert consultant in nutrition support within the dialysis community.
11. Maintain proficiency in the principles of nutrition support and the practice of clinical dietetics.
12. Represent Pentec Health at professional conferences and meetings.
13. Conduct himself/herself in a professional and ethical manner.
14. Perform other related duties as assigned or requested.

Job Qualifications

Registered Dietitian or Registered Nurse
Renal and/or dialysis experience
Sales experience a plus
Certified Nutrition Support (CNSD) Dietitian a plus

Profile/Additional Skills

Strong Clinical background
Well-developed interpersonal skills
Comfort with initial telephone outreach to potential client base
Basic computer skills (ie: Word, Excel, Outlook, etc.)
Will go the 'extra mile' to ensure customer satisfaction
Analyze information and target trends
Strong public speaker
Multi-tasking
Strong team player
Maintain proper documentation related to sales and new business development
Willingness to travel
Problem solving skills
Strong attention to detail
Strong written and verbal communication skills
Strong time management skills

Position/Title: Systems Analyst	Location: Boothwyn
Typical work hours:	Division: Information Technology
Supervisor:	Department: Information Technology
Wage Band:	Status: Exempt

Objective:

This position is responsible for delivering analytic and support services across multiple technology disciplines including but not limited to commercial and custom developed business systems, reporting systems, product roll-outs, business requirements, and technical/end user documentation.

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons

Essential Duties & Responsibilities:

- Responsible for supporting Pentec's commercial and custom developed business systems portfolio as it relates to analytical troubleshooting, analyzing internal business systems and reporting requirements, and implementing new systems based solutions.
- Assist with internal systems testing.
- Assist with commercial and custom developed system roll-outs to internal customers.
- Assist with new systems analysis, selection, and implementation.
- Provide business systems training to internal customers.
- Author technical and end user documentation.

Non Essential Duties and Responsibilities

- Perform other duties, special projects as assigned

Authority and Accountability:

N/A

Skills, Competencies and Experience:

Required

- This position requires a well-organized and self-starting individual having a minimum of three to five years experience supporting a company's primary business systems in an analytic and solutions based capacity.
- Customer service attitude with a strong work ethic.

- Ability to work in a team environment.
- Ability to work independently and be a strong problem solver.
- **Strong knowledge of Relational Databases, Microsoft SQL, Microsoft Reporting Services, Microsoft SharePoint, and other Microsoft productivity products.**
- Past experience supporting Microsoft SharePoint.
- Past experience supporting Microsoft Reporting Services.

Preferred

- Knowledge of multi-dimensional databases
- Past experience supporting healthcare electronic medical record and reimbursement systems.
- Previous experience in the field of health care is highly preferred

Education, Certifications, Trainings:

Required

- BA/BS in business.
- Three – four years of practical experience delivering technology solutions.