

Specialty Dispensing Coordinator

Location: On-site

Position Overview

Elevate Health Technologies is dedicated to improving healthcare for everyone, partnering with providers, patients, pharmaceutical manufacturers, and payors to deliver solutions that drive meaningful impact. Through OnePulse Connect, Elevate supports practices by enhancing efficiency and simplifying care delivery across buy and bill management, inventory tracking, dispensing, and in office infusion services.

Elevate is seeking an onsite Dispensing Coordinator to support its Medically Integrated Dispensing (MID) program within a partner specialty practice. This onsite role acts as the primary liaison between the clinical team and Elevate, driving a strong partnership and well supported clinic operations. The coordinator will collaborate with both onsite and remote teams to meet practice needs, requiring independence and adaptability, and will evolve alongside the program as processes and structure continue to develop.

Key Responsibilities

Onsite Program Leadership

Serve as Elevate's on-the-ground representative at the partner practice; own the day-to-day program experience, maintain trusted relationships with providers, nurses, and the infusion team, and ensure workflows run smoothly whether handled independently or in collaboration with Elevate's remote support teams.

Insurance Navigation & Prior Authorization Support – Conduct or coordinate benefits verifications and prior authorization requests for specialty and infusible medications; determine medical vs. pharmacy benefit routing, identify in-network infusion sites, manage PA submissions, appeals, and renewals, and ensure timely communication of findings to the care team. May handle end-to-end or work in close partnership with Elevate's remote BI and PA teams depending on workflow.

Patient Financial Assistance – Identify and facilitate patient enrollment in manufacturer co-pay programs, patient assistance programs, and foundation grants. May manage directly or coordinate with Elevate's remote financial assistance team to reduce patient out-of-pocket costs.

Care Team Collaboration – Work side by side with providers, nurses, and the infusion team as the embedded specialty medication and access resource; participate in care team huddles; coordinate medication logistics to support the MID program.

Documentation & Compliance – Maintain accurate records in applicable systems; uphold HIPAA and payer compliance requirements; support Elevates quality and reporting initiatives.

Workflow Adaptability – Embrace a growing and evolving program model — workflows, team structures, and responsibilities may shift as Elevate scales. The ideal candidate is a proactive problem-solver who can lead when needed, collaborate when supported, and communicate clearly across onsite and remote teams.

Required Qualifications

- High school diploma or equivalent required
- 3 to 5 years of experience in specialty pharmacy or advanced healthcare settings. Medically Integrated Dispensing experience ideal
- Experience with access and reimbursement workflows, including benefits and authorization processes
- Ability to work independently while collaborating across onsite and remote teams
- Strong organizational, communication skills (bilingual Spanish is a plus), and ability to prioritize effectively in a fast paced, evolving environment

Preferred Qualifications

- Active Pharmacy Technician license in the state of practice
- Strong understanding of specialty medications and related treatment pathways including
 - Biologics
 - JAK Inhibitors
 - Infusible Therapies (Remicade, Orencia, Rituxan)
- Experience in physician, outpatient, infusion, or specialty pharmacy settings, with familiarity in EHR/pharmacy systems and support programs

Benefits

- Competitive compensation and comprehensive benefits
- Opportunity to contribute to a growing, innovative care model in specialty healthcare
- Collaborative team environment with clear opportunities for growth and development
- Meaningful, patient focused work within a high impact clinical setting
- 401(k)
- Dental insurance
- Health insurance
- Referral program
- Unlimited paid time off
- Vision insurance

Salary Range

\$70-80k Commensurate with experience*