

Joshua Mendoza

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Skills Summary

I have completed a Master's program in Healthcare Administration on June 1, 2025. Proficient in Microsoft Office programs Word, Excel, etc. I can communicate well verbally, through email, and over the phone in a professional manner. Knowledgeable in regulatory laws and guidelines set by HIPPA, CMS, ASHP, AMA, and BSW Health policies. Understanding of multiple organizational functions such as HR, Revenue cycle, Finance, Quality & Compliance, Ethics & Legal, and Strategic Management. Knowledgeable in various healthcare methods and principles such as LEAN, Six Sigma, PDSA, etc. I am currently part of the BSW Health System's 340B team and would like to continue my career within the Baylor Scott & White Hospital System.

Baylor Scott & White Medical Center

340B Administrator/Pharmacy Technician III / November 2023 - Current

Perform various audits covering many facility locations and contract pharmacies to be in compliance with HRSA and CMS guidelines. These include prescription audits, medication orders, purchasing audits, and billing audits for correct modifiers for CMS billing. Present audit findings with team members, managers, and department director, as well as send out communications and audit findings to appropriate stakeholders (i.e. Director of Finance, Purchasing Manager, and Pharmacy Managers). Create process improvement SOPs and conduct presentations with team members. Maintain appropriate relationships with BSW Health stakeholders and outside vendors. Currently rotate working remote and on site to complete audits by designated deadlines.

McLane's Children's Hospital

Pharmacy Technician II / August 2021-November 2023

Performed duties such as sterile and non-sterile compounding, hazardous drug compounding, med fills/delivery, med reconciliation, inventory management, sterility testing, and training. Work in the areas of inpatient pharmacy and NICU pharmacy. Participate in huddle discussions and helped create a process for gathering metric data on expirations in the pharmacy.

Everest Rehabilitation Hospital

Lead Pharmacy Technician/ July 2019-October 2021

Performed duties such as non-sterile compounding, med fills/delivery, med reconciliation, med ordering, inventory management, formulary management, utilization of resources, prior authorizations, communication with stakeholders and vendors, training, medication education, tracking and storage of paperwork, quality and compliance in pharmacy and nursing areas in

accordance with state board of pharmacy rules and regulations and CMS guidelines. Participated in facility weekly discussions on process improvement and interdepartmental collaboration. Communicated directly with department and facility managers to address concerns and proposed solutions. Performed root cause analysis on issues of medication errors. I ran reports and organized data for pharmacy dispenses and medication administrations. Helped manage pharmacy costs and tracked charges for budget.

St. David's Medical Center

Pharmacy Technician II / October 2017- July 2019

Performed duties such as sterile and non-sterile compounding, hazardous drug compounding, med fills/delivery, med reconciliation, and inventory management. Worked in areas of inpatient pharmacy, OR pharmacy, and NICU pharmacy.

Family Heritage Insurance

Licensed Insurance Agent / July 2017- July 2019

Sold supplemental and life insurance policies with knowledge of Medicare and Medicaid insurance coverages. Completed application forms for clients and assisted in claims.

Baylor Scott & White Medical Center

Pharmacy Technician/ December 2012-July 2017

Performed duties such as sterile and non-sterile compounding, med fills/delivery, med reconciliation, inventory management, sterility testing, and training. Worked in areas of inpatient pharmacy and OR pharmacy.

Education

Southern New Hampshire University

Bachelor of Science in Healthcare Administration

Completed August 2023.

SNHU President's List Fall 2021

SNHU Dean's List Fall 2022, Winter 2022, and Winter 2023

Southern New Hampshire University

Masters of Science in Healthcare Administration

Completed June 1, 2025. Commencement date July 1, 2025

