

CASSOPOLIS FAMILY CLINIC NETWORK JOB DESCRIPTION

Title: Pharmacy Technician I

FLSA: Non-Exempt

Originated: 8/14

Department: Pharmacy

Revised: 5/17, 12/21, 2/23

Location: Cass/Niles

Summary: Reporting to the Pharmacist in Charge, this position will assist with filling prescriptions, data processing, and general customer service. Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with all corporate policies and procedures, as well as the mission and values of the organization.

PRIMARY RESPONSIBILITIES:

- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Assures no drugs are dispensed without completed, comprehensive examination by a registered pharmacist.
- Combines physician's order with appropriate pharmacy computer generated label.
- Counts medication according to label quantities and place in appropriate size dispensing containers.
- Assures by verification of NDC Numbers that the pharmacy label is correct with the Stock Package.
- Ensures HIPAA compliance at all times by adhering to patient rights, safety, privacy, and confidentiality procedures and protocols.
- Maintains continuity with stock bottle, medication label, and physician's orders to be checked by pharmacist
- Answers incoming telephone calls in a courteous and professional manner.
- Performs comprehensive computer functions including but not limited to: filling refills, new prescriptions, extensive knowledge of third party billing, inventory and ordering management, and software reports.
- Continuously inventories products on hand and evaluates order points and order quantities to ensure proper inventory levels based on usage. Maintains and orders dispensing supplies including bottles, labels caps etc. Pulls outdated supplies for returns.
- Completes and processes invoices for payment, check received inventory, and check prices.
- Maintains inventory between 340B qualified and non-340B qualified (retail account).
- Follows all internal and external policies regarding pharmacy operations.
- Maintains day-to-day operations of the pharmacy including: cleaning, shredding, etc.
- Attends mandatory trainings.
- Performs other duties as assigned.

Essential Job Functions:

The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The employee in this position must be able to perform the essential job functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable an employee with disabilities to perform the essential functions of the job, absent undue hardship.

- Maintain body equilibrium to prevent falling when walking, standing or crouching; ability to repeatedly bend body downward and forward by bending spine at the waist for up to ten hours per day.
- Ability to detect specific noises and proper equipment operation, detect and understand what co-workers/patients are saying in normal conversation and communicate with individuals utilizing the telephone by displaying the ability to hear and speak clearly.
- Ability to maintain a stationary position for 25% of the time.
- Ability to converse clearly with patients, co-workers and the general public using the English language. Must be able to understand, adhere to and communicate routine, factual information and apply oral and written instructions or other information, in a timely manner.
- Capable of physically transporting items weighing 5 to 25 pounds.
- Use upper extremities to press against something with steady force in order to thrust forward, downward, or upward for up to ten hours per day.
- Substantial movements of the wrists, hands, shoulders and/or fingers for sustained periods of time.
- Must have the visual acuity to accurately detect and read computer screens, distinguish color coding, and discern fine print and/or normal type size print.
- Capable of meeting attendance requirements.
- Ability to move about the facility to greet and room patients, access supplies, and other duties that require movement on foot for prolonged periods of time.
- Constantly operates a computer, office equipment and/or other medical equipment to collect and monitor patient data, report patient data and patient needs. Has the ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole arm.
- Possess the cognitive ability to add, subtract, multiply, divide and to record, balance and check for results for accuracy.
- Capable of communicating effectively and politely with co-workers, patients and the general public; able to compose letters, emails and basic reports and/or orally communicate medical information.

Job Requirements:

Education:

- High School Diploma or completion of a G.E.D. program

Experience:

- 1 - 3 years of work experience as a pharmacy technician

Skills:

- Basic data entry skills, basic typing, filing, organizational skills.
- Ability to handle workload in stress filled environment without producing errors.

Knowledge, Skills and Abilities Required

- Knowledge of patient care charts and patient histories.
- Knowledge of patient evaluation and triage procedures.
- Knowledge safety, environmental, and/or infection control methods.
- Knowledge of HIPAA regulations and compliance requirements.
- Knowledge of computer systems and applications, such as Microsoft Office 365

Certificate/License:

- None