

JOB DESCRIPTION

JOB TITLE: PHARMACY TECHNICIAN	JOB LEVEL:
LOCATION:	FLSA STATUS: NON-EXEMPT
DEPARTMENT:	REPORTS TO:

Core Values of HealthSource of Ohio (HSO):

Our values guide us in making day to day moral decisions and resolving ethical dilemmas, and defining the character of HealthSource of Ohio. HSO employees are committed to using a team based approach to ensure the delivery of high quality of care. Working with other members of the administrative and care teams in making patients and their needs a primary focus of one's actions; shows interest in understanding the needs and expectations of internal and external customers; gains patient trust and respect; meets or exceeds patient's expectations. Core values of Patient Centered Medical Home: timely scheduling, answering calls, refills and referrals; respect; compassion, quality improvement and ensuring trust and patient satisfaction.

JOB SUMMARY: Must be highly focused on customer service and possess the ability to troubleshoot multifaceted problems in a systematic manner. Supports pharmacist and pharmacy team in all aspects of delivering prescriptions and extraordinary service to patients. Assists with stocking, preparing, and distributing medications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Helps health care providers and patients by greeting them in person and by phone, answering questions and requests, and referring inquiries to the pharmacist
2. Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipts, and removing outdated drugs
3. Maintains a safe and clean pharmacy by complying with procedures, rules, and regulations
4. Accurately and efficiently prepares prescription orders
5. Maintains records by recording and filing physician's orders and prescriptions
6. Verify prescription information and dosage
7. Enters patient and order information into the pharmacy system
8. Ensures medication availability by delivering medications to patients and departments
9. Ringing patient's prescriptions orders up at POS and preparing prescriptions for mailing out
10. Processes and submits insurance claims
11. Protects patients and employees by adhering to quality assurance protocol and complying with all state and federal regulations as it relates to the practice of the pharmacy
12. Accurate data entry skills
13. Strong time management and organizational skills
14. Contributes to team effort by accomplishing related results as needed
15. Flexible and proactive to meet varied patient needs
16. Generates revenues by calculating, recording, and issuing charges
17. Able to effectively present information to the patient and in small group situations
18. Dedicated to excellence and quality
19. Able to collaborate with other healthcare professionals
20. Strong interpersonal and "people" skills
21. Able to add, subtract, multiply, and divide in all units of measure; this may include using whole numbers, common fractions, and decimals and being able to compute rate, ratio, and percent

- 22. Physical demands of the job include being able to: pick and pinch small tablets with fingers, and seize, hold, grasp or turn objects with hands, and see objects at close vision and be able to identify and distinguish colors.
- 23. Organizes medications for pharmacist to dispense by reading medication orders and prescriptions, preparing labels, calculating quantities, counting medications, and labeling prescription bottles and vials for final verification by pharmacist
- 24. Maintains information confidentiality

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certified Pharmacy Technician

LANGUAGE SKILLS:

- Strong communication skills (written and verbal) for presentations and developing working relationships with, providers, peers and all HealthSource team members.

COMPUTER SKILLS:

- Superb data entry skills including electronic medical records, Microsoft Word, and Excel

Education and Experience: Check the **Minimum** requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min. 6 mos. - 2yrs.*)
- Associate Degree in:
- Bachelor's Degree
- Master's Degree in:
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- | | |
|--|--|
| <input type="checkbox"/> Entry Level | <input checked="" type="checkbox"/> 3 to 5 years |
| <input type="checkbox"/> 3 months – 1 year | <input type="checkbox"/> 5 to 7 years |
| <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 8 to 10 years |
| <input type="checkbox"/> 2 to 3 years | <input type="checkbox"/> > 10 years |

Type of experience: Retail Pharmacy experience preferred

TRAVEL REQUIREMENTS: Travel to other HealthSource Pharmacies may be required on an intermittent basis

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. *(List specific conditions for the position if any)*

Potential exposure to blood and body fluid:

Category I – Performs tasks which involve exposure to blood, body fluid, or tissue.

Category II – Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.

Category III – Performs tasks that involve no exposure to blood, body fluid or tissue.

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: *(Check all that apply)*

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature Date

Supervisor Signature Date