

# Lexington Prescription Center

## JOB DESCRIPTION

### PHARMACY TECHNICIAN

**Reports To:** PHARMACIST IN CHARGE

**Department:** Pharmacy

**Prepared By:** R.J. Hedges & Associates

**On** 07/10/2020

**Approved By:** Jeffrey S. Goldstein, RPh

**On** 07/10/2020

**Position Classification:** Exempt (Salary) \_\_\_\_\_ Non-Exempt (Hourly) \_\_\_\_\_

**Workforce Member Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Summary:**

Assists pharmacist in pharmacy by performing the following duties:

#### **Duties:**

- Answers telephone and handles questions that do not require a pharmacist's expertise or judgment
- Receives written prescriptions or telephone refill requests
- Gathers information needed to prepare prescriptions
- Records information before prescriptions can be dispensed
- Stores written prescription forms after prescriptions are dispensed
- Enters data into the computer
- Helps pharmacist prepare prescriptions by counting or pouring medications, labeling containers and pricing prescriptions
- Keeps pharmacy department supplies (e.g. bottles, bags, receipts, staples, etc.) well stocked
- Places completed prescriptions in pick-up area
- Orders, checks-in and stocks the pharmacy department shelves with medications when they arrive from suppliers
- Prepares insurance claims and verifies payments
- Helps patients find over-the-counter medications
- Stocks over-the-counter departments
- Rings purchases on cash registers and records them in logs, when necessary
- Performs housekeeping duties within the pharmacy department

#### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Ability to count, record and document detailed medical information
- Ability and skill to work within a pharmacy

#### **Education/Experience:**

- High school diploma or general education degree (GED)

#### **Language Ability:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before patients and workforce members of organization

**Math Ability:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute rate, ratio and percent; draw and interpret bar graphs

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

**Computer Skills:**

- To perform this job successfully, an individual should have knowledge of: operational software; word processing software; spreadsheet software; inventory software; internet software; pharmacy software

**Certificates and/or Licenses:**

- Pharmacy Technician Certificate may be required by state standards

**Supervisory Responsibilities:**

- This job has no supervisory responsibilities

**Continuing Education:**

- Must attend periodic professional in-service or training classes as designated by management

**Work Environment:**

- The work environment characteristics described here are representative of those a workforce member encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

**Physical Demands:**

- The physical demands described here are representative of those that must be met by a workforce member to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job, the workforce member is regularly required to stand and walk; use hands to finger, handle or feel; reach with hands and arms; and talk and hear
- The workforce member is occasionally required to sit and stoop, kneel, crouch or crawl. The workforce member must regularly lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus

**Additional Duties:**

- The workforce member may be assigned additional duties and tasks necessary to perform the duties and responsibilities of this position