

JOB TITLE: Pharmacy Technician

CLASSIFICATION: Non-exempt

REPORTS TO: Pharmacy Manager

IT SECURITY LEVEL: Pharmacy

JOB SUMMARY: The Pharmacy Technician will work under the direct supervision of the pharmacist on duty and assist in the receiving and filling of prescription orders. Other duties will include inventory management (ordering and stocking) and housecleaning of pharmacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, check-in and stock supplies including nonscheduled medications.
- Distribute controlled substance medications in schedules III-V to stock.
- Assist in inventory management. Count stock and enter data in the computer to maintain inventory records. Order supplies to maintain inventory.
- Review the inventory for outdated medications and quarantine them until they are processed. Ensure items identified for return are given to the person responsible for returning medications to the manufacture.
- Check for, remove and process items recalled by manufacturer and sign recall notice.
- Enter prescriptions and data into the pharmacy computer system.
- Mix pharmaceutical preparations under direction of pharmacist.
- Count medications with automated equipment and affix labels to medication containers.
- Send the physical prescription and applicable inserts and printed patient information sheets to the pharmacist for the final check process.
- Label medication containers and submit to pharmacist to be checked.
- Fill prescriptions and compound non-sterile preparations under the supervision of the pharmacist.
- Perform order entry and submit claims to be paid.
- Take a verbal order from a provider or transfer/receive a copy to or from another pharmacy for non-controlled substance order.
- Assist with compound prescriptions for compounds that have a specific recipe.
- Record the components and amounts used to be reviewed.
- Reconstitute powder medications with the appropriate amount of diluents used to be checked by the pharmacist.
- Receive medication orders from patients, answer phones, check for insurance. Request demographic data and update information in the point-of-sale system.
- Distribute filled prescriptions to patients and verify identity of patient. Ensure that the signature log has been signed appropriately. Offer the patient the option to be counseled by the pharmacist. Ring prescriptions and items through the point-of-sale system.

- Maintain cleanliness of entire pharmacy. Clean equipment and work areas in the pharmacy.
- Assist in training new staff members.
- Ensure interactions and transactions are completed in compliance with HIPAA regulations.

Corporate Compliance/Security Responsibilities:

- Upholds all HIPAA requirements in a manner consistent with EJFHC's policies, professional standards of conduct, state and federal laws/regulations governing FQHC's.
- Upholds security responsibilities for the protection of EJFHC IT systems and data, including:
 - adherence to user password guidelines;
 - restraint from leaving workstation unsecured;
 - appropriate use of Internet access while at work and while utilizing EJFHC devices;
 - use of abundant caution regarding phishing emails; and
 - prompt reporting of lost/stolen IT devices.
- Reports suspected violations of code of conduct, policies, procedures, laws and regulations to a supervisor, the compliance officer or to the anonymous compliance hotline.

General:

- Works productively and effectively in a complex environment, handling multiple and changing priorities. Deals with stress in a calm, positive and professional manner.
- Actively demonstrates a willingness to make a meaningful contribution to the work environment, as evidenced through behavior and attitude.
- Refrains from issuing unprofessional, offensive, inappropriate email, text message or other forms of written communication.
- Actively supports and participates in the organizational performance improvement program.
- Demonstrates the ability to work in a multidisciplinary healthcare team environment.
- Participates in activities promoting professional growth and development.
- Participates in the mission, vision and values of the Health Center.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires frequent sitting, occasional bending and stooping, occasional lifting, frequent walking and standing, and occasional reaching forward and overhead. It also requires frequent repetitive arm and finger movements on a computer keyboard. May occasionally have to lift patients, office equipment or reams of paper, usually not exceeding fifty (50) pounds.

HOURS OF WORK: As established by supervisor

REQUIREMENTS:

EDUCATION: Must hold current certification/registration or be eligible for certification/registration within 12 months of hire.

Must have a current BLS certification

EXPERIENCE: Experience with ambulatory care is preferred.

OTHER REQUIREMENTS:

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

East Jordan Family Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, East Jordan Family Health Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

East Jordan Family Health Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of East Jordan Family Health Center's employees to perform their job duties may result in discipline up to and including discharge.

SIGNATURE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____

Revised: 08/13/2020 – Ries/Wilhelm