

## **Pharmacy Technician**

The pharmacy technician at Commonshare embraces a can do attitude and utilizes customer service with every person they interact.

The duties and responsibilities includes filling prescriptions while executing phone transactions with minimal errors by accurately entering all patient data into pharmacy dispensing system, including allergy info, third party information and applicable notes.

Verifies and enters required customer data for narcotic and controlled substance purchasing via QS1 and/or logbook as necessary

The technical duties include:

- Updating patient profile as necessary
- Ensures proper SIG labeling per prescription order and medication dispensed
- Works independently to resolve common claim rejections with minimal involvement of the pharmacist or other team lead
- Effectively prioritizes prescriptions, sets an appropriate system Priority and communicates patient needs to the pharmacist on duty
- Processes prescriptions according to applicable state and federal law and regulation
- Reviews prescription data entry while filling to ensure correct drug and quantity dispensed
- Performs Intake/Eligibility duties to for new patients

The inventory duties include:

- Maintaining stock areas and work stations in a neat and orderly manner
- Documents and communicates products to be ordered
- Performs cycle counts as assigned correcting inventory on-hand quantities and verifying discrepancies
- Reviews inventory stock and selects correct medications per prescription instructions.
- Labels and ships filled prescriptions to patients' home.

The technician must exhibit communication skills such as regularly communicate workload status to fellow team members including the pharmacist on duty to ensure workflow efficiency; coordinates with pharmacist-on-duty all work and meal breaks; effectively communicates workload status between shifts; uses proper phone etiquette when communicating with patients, healthcare providers and co-workers; participates in pharmacy topic and staff meeting discussions; actively participates in any process or procedural change discussions to bring new ideas and feedback to the group.

