

# PHARMACY TECHNICIAN

A pharmacy technician works closely with a pharmacist to ensure the health and safety of their patients. They locate, dispense, pack, and label a prescribed medication for a patient that is then reviewed for accuracy by a pharmacist before dispensing to the patient. They may also process insurance claims, track inventory, and file paperwork. Our semester-long class meets State Board requirements for Registered Pharmacy Technician Licensure. **Please visit [SimiInstitute.org](https://www.SimiInstitute.org) for more information.**



## COURSE FEE: \$1,750\* | OFFERED IN SPRING & FALL SEMESTERS

*Students must be 18 years or older and show proof of U.S. high school diploma or equivalent (English version) by the end of class. Pre-algebra math skills, and ability to speak, read, and write English at U.S. 12th grade reading level recommended.*

*\*Additional fees may be required. See website for more information.*

### CURRICULUM

- Basic principles of pharmacology
- Medical terminology
- Pharmaceutical calculations
- Pharmacy theory
- Federal and California pharmacy law
- Basic human anatomy and physiology
- Medication / Patient Safety and Quality Assurance
- Order entry and processing
- Functions and duties of different pharmacy settings
- Unit dose drug distribution
- Aseptic techniques / I.V. solutions
- Review for PTCB

### JOB DUTIES

- Collect information needed to fill a prescription from customers or healthcare professionals
- Measure amounts of medication for prescriptions
- Package and label prescriptions
- Organize inventory and alert pharmacists to any shortages of medications or supplies
- Accept payment for prescriptions and process insurance claims
- Enter customer or patient information, including any prescriptions taken, into a computer system
- Arrange for customers to speak with pharmacists regarding medications or health matters
- Answer phone calls from customers