

Pharmacy Technician

Job Description: We are looking for dedicated technicians who is friendly, energetic, detail-orientated, fast, efficient and want to work in a cutting edge environment focused on individualized patient care.

Essential Duties and Responsibilities:

Ensure each patient/customer has a positive experience in our store by demonstrating skills
Consistent superior customer service
Assists Pharmacist in filling prescriptions and updating patient profiles under direct Pharmacist's supervision, based on the extent allowable by State/Federal law. Retrieves, pours, counts, labels and reconstitutes prescription medications
Access, input, and retrieve information on pharmacy computer system in order to maintain accurate records and create labels for prescriptions, which includes typing dosage instructions, name of drug, and quantity as required by abbreviated or symbolized information written on physicians' orders
Receives refill requests from patients and obtains authorization for refills from physician's offices and hospice nurses
Prepares third-party insurance claims
Orders, receives and stocks prescription drugs and supplies
Counts stock and enters data into computer to maintain inventory records for pharmacy
Performs electronic transactions using a cash register in processing payments.
Maintain cleanliness of the pharmacy areas of the store, including restroom, throughout the day
Follows proper pharmacy and general safety and security procedures and processes
Other duties as assigned concurrent with all applicable laws and regulations.

Minimum Requirements:

Must be at least 18 years of age or older
High School diploma or equivalent work experience of at least 1 year as a Pharmacy technician or training
Must be licensed through the California State Board of Pharmacy as a Pharmacy Technician
Ability to exercise discretion and confidentiality with all patient information, follow Hippa
Demonstrated prior cash register/customer service skills and an ability to interact cohesively with colleagues in a team environment
Able to type 50 words per minute
Excellent computer, typing, communication, and arithmetic (including decimals and percentages) skills
Understands and can perform basic pharmaceutical calculations in order to obtain correct doses of medications
Read and transcribe pharmaceutical information
Ability to learn and accurately operate pharmacy computer systems, cash register, and other equipment
Excellent multi-tasking, accuracy, and attention to detail skills
Flexibility to work weekends, nights, and holidays, as required
Must be able to lift and carry items, as well as stand for duration of shift unless on break
Job Types: Full-time, Part-time

Pay: \$15.00 - \$21.00 per hour

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