

## **Mail Order Pharmacy Technician**

San Jose, CA  
San Leandro, CA

**Salary:** DOE

**Date Posted:** September 18, 2017

**Job Type:** Temporary

**Job ID:** 126613

### **Job Description**

Join one of the nation's leading pharmacy placement firms! Right now, Rx relief has a great opportunity for an experienced **Mail Order Pharmacy Technician**. Voted Best of Staffing by both clients and talent, we are a specialty staffing company providing supplemental pharmacy professionals for all pharmacy practice settings. We have an opening for a **Mail Order Pharmacy Technician** in the **San Jose or San Leandro, CA area**. As a member of our team you'll enjoy a customized approach to your career needs as well as comprehensive benefits! Join our dynamic team, apply today!

### **Job Responsibilities**

As a Mail Order Pharmacy Technician, you will be responsible for maintaining productivity and quality standards as well as legal and company compliance and track and triage all incoming and outgoing prescriptions as well as follow the policies and procedures of the pharmacy.

- Scanning profiles, correspondence and prescriptions and then filling
- Opening counting, barcoding and profiling incoming packages and mail
- Enter and document coverage determination request decision into the PBM system and notify providers and/or members
- Respond to client inquiries regarding authorization approvals and PBM on-line applications
- Entering new prescriptions and refills
- Pulling hard copy scripts to return to patient with an appropriate letter if pharmacy is unable to fill the order
- Contact providers for additional information to facilitate coverage determination reviews
- Notify physicians, providers and members of coverage determination request decisions
- Utilizing customer service skills over the phone with patients, doctors offices, and nursing staff.
- Keeping up with new developing software changes that will help the pharmacy run more efficiently.
- Handling the Parata Machine when needed when filling new orders that come in and making sure to restock the medications as authorized.

## Job Requirements

Do you have recent **Pharmacy Technician** experience within a closed door, PBM, Retail, Mail Order, or Managed Care setting? If so, this is the position for you! Apply Today!

Specific Specialty Mail Order Pharmacy Technician requirements:

- **Area:** Ability to work in the **San Jose or San Leandro, CA** area
- **License requirement:** Active **California** Pharmacy Technician license, CPhT and PTCB Certified
- **Education:** High School Diploma or equivalent
- **Years of experience:** 6+ months(s) of recent pharmacy experience within a retail, long term, and mail order setting
- **Schedule:** Weekdays with rotating Weekends
- **Length of Assignment:** Temporary
- **Pay:** DOE
- **Background/drug requirements:** Ability to complete background check, and drug screen

## Benefits

At Rx relief, we are proud to offer the following benefits:

- Health Insurance with Prescription coverage
- Vision/Dental
- 401(k) and deferred compensation programs
- Cafeteria Plans
- Free CE
- Low-cost group health benefits for Part-Time Associates