



tandem health

JOB POSTING

PHARMACY TECHNICIAN

Position Summary:

Under the direct supervision of the Pharmacy Technician Supervisor and the Director of Pharmacy, the Pharmacy Technician will assist the Pharmacist in performing all routine tasks and in managing and coordinating all aspects of the Pharmacy Department in accordance with established policies and procedures set forth by the Tandem Health and within the constraints of the State Board of Pharmacy.

Duties and Responsibilities:

- Assists the Pharmacist with filling and labeling prescriptions in accordance with state and federal regulations.
- Reconstitutes and compounds medications as necessary under the direction of the Pharmacist.
- Creates a profile of the patient's demographic and insurance information in the computer and/or update the patient's profile.
- Screens phone calls for Pharmacist.
- Communicates with prescribers and their agents to obtain refill authorization at the discretion of the Pharmacist.
- Enters prescription orders into the computer.
- Communicates with insurance/3rd party carriers to obtain payment for prescription claims at the discretion of the Pharmacist.
- Assists in maintaining adequate pharmaceutical inventory.
- Checks in wholesale and other orders, places merchandise on the shelves and verifies all associated paperwork.
- At the point of sale, verifies that the patients receive the correct prescriptions and that HIPPA regulations are followed.
- Maintains accurate point of sale and cash records.
- Assists in the maintenance of a system of accountability for controlled drugs/substances, syringes and other pharmaceutical supplies.
- Assists patients who are dropping off or picking up prescriptions and maintains an orderly workflow.
- Maintains an awareness of changes and updates of the pharmacy software and hardware.
- Assists other technicians.
- Completes training requirements to stay up-to-date on policies and procedures for the 340B drug program, as well as any drug assistance programs in which the pharmacy participates.
- Follows all policies and procedures related to the 340B drug program, as well as any drug assistance programs in which the pharmacy participates.
- Maintains an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrates them into job responsibilities.
- Assists in training new employees.



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Qualifications:

- Must have successfully completed High School or GED equivalent.
- Must possess one of the following credential options as a Pharmacy Technician and maintain good standing at all times:
 - 1) State of South Carolina Pharmacy Technician Registration
 - 2) National and State of SC Pharmacy Technician Certification
- 1 – 2 years of pharmacy work experience preferred.

Knowledge, Skills and Abilities:

- Must have a working knowledge and skill in the application of the practices of an in-house pharmacy in a community health setting.
- Must have excellent computer skills.
- Must have an understanding of medical terminology and calculations.
- Knowledge of medication brand and generic names.
- Knowledge of pharmaceutical insurance and third party payment systems.
- Must be able to follow detailed verbal and written instructions.
- Must be able to establish and maintain legible pharmacy records.
- Must be able to gain the confidence and cooperation of patients and work effectively with them.
- Must have a courteous, professional attitude.
- Must be able to pay attention to detail.
- Must be capable of establishing and maintaining effective/productive working relationships with supervisor(s) and co-workers.

Physical Demands:

Considerable standing and walking. Assists in lifting and moving boxes as necessary. Lifts supplies/equipment up to 20lbs. occasionally, and/or up to 10lbs. frequently. Considerable reaching, stooping, bending, kneeling, and crouching. Must be able to act rapidly and effectively while following policies and procedures, and utilize principles of management during routine as well as emergency situations.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150