

Klamath Health Partnership

Job Description and Responsibilities



Position: Pharmacy Technician

Salary Range:

Status: Non-Exempt/Hourly

Reports to: Pharmacy Director

Location: Klamath Falls, Oregon

Position Summary: The pharmacy technician is responsible for providing excellent customer service, answering phones, receiving prescriptions, collect patient information, stocking medication, fill new and refill prescriptions, fill prescriptions, billing patients prescription insurance, maintain clean workspace, use the cash register and pharmacy software and clinic EHR.

Key Responsibilities

- Accurate data entry of prescription information
- Use pharmacy computer software to create labels for prescriptions
- Read prescriptions and verify orders are complete and ready to fill
- Accurately bills prescription claims
- Ensures medications are stored properly
- Orders medicine to maintain inventory
- Removes expired pharmacy products from inventory regularly
- Accurately documents all transactions
- Process prescription at point of sale. Handles money and gives customers exact change.
- Contacts patients when required
- Maintains assigned work areas and equipment in clean and orderly condition.
- Must possess the ability to function effectively under pressure of time and/or demands of several tasks at once. Perform other duties as requested by supervisor
- Responsible for discreet, polite communication; clarify questions and assist pharmacist with particular patient communication needs, for example, patient's literacy level, comfort with issue, etc.
- Handling of confidential information, highest degree of accuracy with all written, spoken and typed information
- Handles protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Required Qualifications:

- Oregon State Board of Pharmacy Technician licensure
- Required to possess a Pharmacy Technician national certification within 1 of hire from an accredited organization as accepted by the Oregon Board of Pharmacy for Certified Pharmacy technician licensure
- Required to possess a High School Diploma or equivalent
- Required to be free from exclusion from providing federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists
- Required to have computer and/or word processor experience
- Ability to work independently and as part of a team
- Required to submit to and clear an alcohol/drug screen and random testing.
- Proficiency in written and spoken English

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- Must meet immunization requirements as stated in the KHP immunization policy
- Must be able to pass a Background Check and Drug Screen.
- Required to acquire and maintain BLS certification with 180 days of hire.

Preferred Qualifications:

- Oregon Board of Pharmacy Certified Pharmacy Technician licensure
- Two or more years current experience as pharmacy technician in a busy pharmacy environment working with patients and with professional and technical staff, including order entry, filling prescriptions, insurance preparation, ordering/returns/stocking. Skills may have been acquired on the job or within an educational program, but candidate must meet minimum work experience requirement
- Completion of accredited pharmacy technician training program
- Experience assisting and training entry-level technicians
- Proficiency in English and Spanish, both spoken and written language

Physical Requirements:

- Standing/Walking: up to 100%
- Sitting: up to 50%
- Lifting/Carrying: less than 5%
- May occasionally lift up to 30 lbs.
- Ability to stoop, bend; will reach frequently.
- May occasionally use step stool.
- Must be able to type a minimum of 30 wpm.
- Must be able to open and close prescription and patient vials.
- Must be able to read for extended periods.

Working Environment/Physical Hazards:

- Work in well-lighted, ventilated environment.
- Exposure to drug vapors or particles (powdered antibiotics that are reconstituted, for example).
- Possible indirect exposure to blood borne pathogens; expected to observe infection control.
- Possible exposure to potentially hazardous chemicals.

Accommodations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit and use hands to finger, handle or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

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Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., it's Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed and my job may change over time.

Unless otherwise approved and established by my immediate supervisor, I am scheduled to work from **9:00 a.m. to 6:00 p.m., Monday through Friday**. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

Human Resources Generalist

Date