



Lauden Integrative Pharmacy

1820 41st Ave Suite F

Capitola, CA 95010

Phone (831) 462-9880 Fax (831) 462-9998

Ray M. Reyhani., Compounding Pharmacist

Pharmacy Clerk

PURPOSE

The pharmacy clerk works alongside the pharmacist and pharmacy technician, and are responsible for basic tasks such as answering the telephone, assisting patients in picking up prescriptions, and writing up delivery orders for customers. An impeccable standard for privacy and compassion is necessary for this position.

QUALIFICATIONS

- Ability to work independently without close supervision
- Computer literate
- Good cash handling

REQUIRED EDUCATION

- High school diploma or equivalency required

RESPONSIBILITIES

- Customer service
 - Assist customers with picking up and dropping off prescriptions
 - Maintain all patient confidentiality/HIPAA standards
 - update patient information (including insurance)
 - verify patient DOB/address
 - offer consultation as required by state
 - give correct dosing device/calendar with Rx
- Retail sales -using the register
 - Count register drawer in the morning
 - Prep register drawer in the evening
- OTC
 - Special order products
 - Stock shelves

- Familiarity with supplements
 - Continued education of products
- Mailing & delivery
 - Delivery/Invoiced signature logs
 - Update billing information
- Disposal of:
 - Expired drugs
 - Sharps containers
 - Documents
- Pharmacy organization
 - General pharmacy clean up -lobby and work space
 - General storage organization

Additional responsibilities: _____

Employee Signature: _____ **Date:** _____