



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 Technician

PURPOSE

We are looking for a dependable Pharmacy Technician that will process and fill prescriptions. You will also undertake other tasks under the direction of a pharmacist to provide excellent customer service and ensure the pharmacy runs smoothly.

As a pharmacy technician you must be detail-oriented and reliable since the job has high responsibility. You must possess excellent communication skills as well as aptitude in using computers.

QUALIFICATIONS

- Previous pharmacy experience preferred
- Ability to work independently without close supervision
- Computer literate with knowledge of pharmacy systems

REQUIRED EDUCATION

- High school diploma or equivalent is required
- Valid California state technician license

RESPONSIBILITIES

- Data entry:
 - Add new patients
 - Process Rx's
 - Insurance billing
 - Interpret Rx's
 - Check messages
 - Make logs/PK/Formulas-Add/Edit
- Drug dispensing:
 - Count, package, & label RX's
 - Calculate dosage (metric & apothecary)
- Customer service:
 - Answer phones and forward calls as required

- Register
 - Payments
 - Give dosing device/calendar
- Pharmacy organization
 - Check expired drugs & return
 - General pharmacy clean up
 - General storage organization
- Continuing education
- Insurance payment reconciliation
- HIPAA/Confidentiality/Consultation

Additional responsibilities: _____

Employee _____

Date _____