

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: PHARMACY TECHNICIAN
DEPARTMENT: PHARMACY
SUPERVISOR: PHARMACY DIRECTOR
CLASSIFICATION: NON-EXEMPT FULL-TIME

POSITION SUMMARY:

Performs any combination of duties to assist the Pharmacist. Performs duties in accordance with established policies and procedures and carries out duties to the highest achievable level of competence in a manner demonstrating concern and consideration.

ESSENTIAL JOB FUNCTIONS:

- Assists pharmacist to prepare and dispense medication.
- Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules and types labels for bottles.
- Leaves stock bottles with finished prescriptions for pharmacist to check, returns all stock bottles to shelf after pharmacist has checked.
- Orders, receives and stores incoming supplies and stock pharmaceuticals.
- Counts stock and enters data in computer to maintain inventory records.
- Checks on received inventory with invoice, manually and electronically.
- Processes records of medication and equipment dispenses to patient, computes charges and enters data into computer.
- Operates cash register and fax machine.
- Consults with insurance companies, intermediaries, and patients regarding billing matters.
- Cleans shelving, counters and equipment according to prescribed methods.
- Participates in quality assurance activities of the department and agency.
- Responsible for the highest achievable level of technical competences and work performance.
- Attends trainings and meetings as assigned or required by department and agency.
- Conducts special surveys and studies as required by department.
- Keeps state technician registration current and presents each completed renewal to appropriate personnel.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- At least two years retail pharmacy experience.
- Possession of current, valid California Technician license.
- Experience and training in insurance billing processes for pharmacy.
- Experience in inventory management.
- Excellent personal hygiene and health habits, neatly groomed.
- Ability to maintain a high ethical standard and technical competence.
- Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
- Ability to maintain confidentiality in conjunction with HIPAA and agency guidelines
- Ability to obtain and maintain CPR certificate as required for the position.
- Ability to exercise balanced judgment in evaluating situations and making decisions.
- Ability to be organized and maintain focus when having to change duties to meet the needs of the department.
- Ability to communicate well with patients, staff and public, both in person and on the telephone in a warm, courteous, professional manner.
- Ability to operate standard office equipment including fax machine, computer, cash register, telephone, POS machine, EHR, Script Pro, and be willing to learn new systems and apply new payer requirements.
- Knowledge of insurance billing for pharmacies.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

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. **Sitting / Mobility:** Approximately 20% of time is spent working at a desk. **Balance of time (approximately 80%)** is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. **Vision:** Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. **Lifting / Carrying:** Ability to occasionally lift and/or move objects weighing up to 25 pounds. **Stooping / Kneeling:** Ability to provide patient care, access files/stock supplies in low cabinets and shelves. **Reaching / Handling:** Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical prescription drugs and supplies, medical instruments and equipment, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved 2013