

**FEATHER RIVER TRIBAL HEALTH**

**POSITION DESCRIPTION**

**JOB TITLE: PHARMACY TECHNICIAN**

**Grade: 6**

<b>Reports to:</b>	<b>Pharmacist/Pharmacy Director</b>	<b>Department:</b>	<b>Pharmacy</b>
<b>Classification:</b>	<b>Non-Exempt</b>	<b>Supervises:</b>	<b>None</b>

**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 FUNCTIONS:**

1. Assists pharmacist to prepare and dispense medication.
2. Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules and types labels for bottles.
3. Leaves stock bottles with finished prescriptions for pharmacist to check.
4. Returns all stock bottles to shelf after pharmacist has checked.
5. Orders, receives and stores incoming supplies and stock pharmaceuticals.
6. Counts stock and enters data in computer to maintain inventory records.
7. Checks off received inventory with invoice, manually and electronically.
8. Processes records of medication and equipment dispenses to patient, computes charges and enters data into computer.
9. Operates cash register and fax machine.
10. Consults with insurance companies, intermediaries, and patients regarding billing matters.
11. Cleans shelving, counters and equipment according to prescribed methods.
12. Participates in quality assurance activities of the department and agency.
13. Prepares billings for pharmacy services provided by FRTH utilizing a computerized billing system.
14. Transmission of claims electronically as well as manually for payment.
15. Under the direction of the Pharmacy Director, collects payments and answers all billing inquires and coordinates and performs insurance follow-up.
16. Under the direction of the Pharmacy Director, maintains records of all insurance related regulations, changes and updates.
17. Corrects and/or researches denied or unpaid claims and resubmits for payment.
18. Performs monthly closing and balancing of billing activities based on schedules set by the Pharmacy Director for submission to the Fiscal Department.

**ADDITIONAL RESPONSIBILITIES:**

1. Attends trainings and meetings as assigned or required by department and agency.
2. Conducts special surveys and studies as required by department.
3. Keeps state technician registration current and presents each completed renewal to appropriate personnel.
4. May function as Pharmacy Clerk depending upon shift schedule and staffing needs of department.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

1. Excellent personal hygiene and health habits, neatly groomed.
2. Ability to maintain a high ethical standard and technical competence.
3. Demonstrate awareness, sensitivity and appreciation of Native American culture, traditions, customs and socioeconomic needs.
4. Ability to maintain confidentiality in conjunction with HIPAA and agency guidelines.
5. Ability to exercise balanced judgment in evaluating situations and making decisions.

Pharmacy Technician

---

- 6. Ability to be organized and maintain focus when having to change duties to meet the needs of the department.
- 7. Ability to communicate well with patients, staff and public, both in person and on the telephone in a warm, courteous, professional manner.
- 8. 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 payor requirements.
- 9. Knowledge of insurance billing practices for pharmacies.
- 10. Good math skills.

**EDUCATION AND EXPERIENCE:**

- 1. Possession of current, valid California Technician license.
- 2. High school graduate or GED equivalent.
- 3. At least two (2) years retail pharmacy experience.
- 4. Experience and training in insurance billing processes for pharmacy.
- 5. Experience in inventory management.

**PHYSICAL REQUIREMENTS:**

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

---

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

---

**Reviewed Job Description:**

Employee Printed Name: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

---

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

---

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

---