

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Certified Pharmacy Technician

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Supervising Clinical Pharmacist

EMPLOYMENT: Full Time – Non-Exempt

SALARY/PAY RATE: Based on Experience/Qualifications

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

DESCRIPTION:

A certified pharmacy technician works under the direct supervision of a licensed pharmacist. The primary responsibility of this position is to assist the pharmacist in the technical and nonjudgemental functions related to the practice of pharmacy in the processing of prescription orders and inventory control.

RESPONSIBILITIES:

- Maintain strict compliance with HIPAA standards.
- Assist in processing prescription orders within the pharmacy software program, preparing a refill request, and retrieving medications.
- Answer telephone and retrieve voice messages.
- Greet customers, accurately locate orders, collect signatures and copays as required.
- Maintain proper storage and security for drugs.
- Maintain cleanliness of equipment and work areas.
- Refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

- Ability to work with computer software company to generate reports and solve issues as they arise.
- Correctly adjudicate claims to third party payors, including handling rejected claims and assisting in obtaining prior authorization if necessary.
- Ability to work with pharmacist as well as clinic administration to ensure safe and effective daily pharmacy operations.
- Perform order entry for stocking of drug inventory through pharmacy wholesaler.
- Enter and update customer or patient information into a computer system.
- Performance of retail or mail-order pharmacy duties such as receiving, verifying, and preparing prescriptions prior to verification by a pharmacist.
- Stock, assemble, and distribute medications.
- Maintain pharmacy inventory in accordance with DSCSA by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing and quarantining recalled or outdated drugs.
- Accurately file pharmacy related documents, such as prescriptions and invoices.
- Generate revenues by calculating, adjusting, and issuing charges according to established policy and procedure.
- Contribute to team effort by assisting other staff members.
- Identify appropriate quality controls for assigned areas of responsibility and assist in monitoring or improvement.
- Assist in the development of departmental policies and procedures as necessary.
- Participate in mandatory trainings and meetings.

MINIMUM QUALIFICATIONS:

- High school diploma or GED is required.
- Must possess a Michigan Pharmacy Technician License or be willing to obtain temporary Pharmacy Tech certification upon hire and pursue additional training to test out for full Pharmacy Tech certification with 12 months of hire.
- Experience in a health care setting or experience as a pharmacy technician is preferred.
- Must have supply management skills.
- Must have organizational skills.
- Must be able to analyze information.
- Reporting skills are a must.
- Must pay attention to detail and maintain focus.
- Must be dependable.
- Must be able to create a safe, effective environment.
- Must have basic computer skills.
- Skilled in written and oral communication.
- Must be skilled in reading comprehension to understand written material in work related documents.

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and

successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: February 10, 2017

**LVD Health Center
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SIGNED: _____ DATE: _____