

JOB DESCRIPTION

The overall purpose of this job is to refill medications as requested by the provider, patient, and pharmacy. This would include assisting with the patient assistance program for refills as well.

RESPONSIBILITIES

- Fills clinic chart orders with meticulous care and attention within specified timeframe.
- Medication orders may be received through incoming faxes, telephone calls, patient portal, or incoming pharmacy calls.
- Telephones retail and mail order pharmacies to authorize or deny refill requests.
- Assists with patient assistance program by e-prescribing medication orders to the assigned pharmacies.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma is required. Completion of a certified Pharmacy Technician Program. State of Tennessee Pharmacy License.
- One year of experience electronic medical record experience required.
- Bilingual is preferred.

SPECIAL SKILLS & KNOWLEDGE

- Proficiency in Microsoft applications i.e., Excel, Word, and Power Point are strongly preferred.
- Ability to utilize knowledge acquired through certification.
- Excellent analytical, verbal and written communication, organizational, and interpersonal skills.