

## **JOB DESCRIPTION**

The purpose of this job is to assist in the coordination of medications prescribed at Church Health. This person will work closely with providers, staff, pharmacies, and companies to obtain medications for our patients.

## **RESPONSIBILITIES**

- Assist in the maintenance of our patient assistance program by managing incoming orders for medications on patient assistance.
- reporting in Nextgen and med data systems. Including, but not limited to, responding to electronic inboxes and voicemails, reports from pharmacies, and processing monthly refills and yearly re-enrollments as appropriate.
- Completion of necessary documentation and signatures from patients as required by the individual programs providing the medicine.
- Able to fill in for the pharmacy tech or patient assistance coordinator during times of sickness or paid time off.
- Working with other staff to deliver patient assistance medications to the pharmacies when medications are ready to be dispensed.

## **QUALIFICATIONS**

High school diploma required, pharmacy experience a plus.

Pharmacy Technician Certification Required

## **SPECIAL SKILLS & KNOWLEDGE**

- Excellent organizational skills, good written and oral presentation skills and ability to work with all individuals of various socio-economic backgrounds.