

# Pharmacy Technician Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of pharmacy technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for pharmacy technician

- Calculate and prepare monthly sales, margin and volume recaps for the pharmacy operations report
- Perform other duties as requested by the pharmacist/pharmacy manager
- May assist in distribution center as requested
- Maintains fully stocked workstation
- Ability to perform Quality Assurance checks on automated technology (i.e - Kirby counter, TCGRx unit)
- Performs data entry, record keeping, packaging, and other tasks related to the fulfillment and dispensing of prescriptions
- Contacts physicians for refill authorizations
- Inspects drug supplies and maintains inventories
- Collects pertinent patient information
- Assists Pharmacist in the maintenance of procedures and records in compliance with state and federal laws

## Qualifications for pharmacy technician

- National certification granted by PTCB
- Responsible for initial receipt and review of retail level prior authorization requests
- Identifies and reports departmental operational issues and resource needs to appropriate management
- Licensed as pharmacy technician
- Accurately enters on-line approvals or denials of requests
- Participates in the development /administration of programs designed to enhance the utilization of targeted drugs and the identification of cost saving pharmacy practices