



<b>Job Title</b>	Pharmacy Technician	<b>Job Code</b>	HS0811
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	14
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Pharmacy Professionals** provide pharmaceutical services that include activities such as compounding, dispensing, bottling, packaging, and labeling of such drugs or solutions as capsules, powers, suppositories, ointments, tablets, lotions, and emulsions.

**Job Summary**

Interprets prescription orders received from medical providers. Processes orders in the pharmacy system and fills orders.

**Representative Duties**

**1. Prescription Filling**

- Collects and enters patient's insurance information in pharmacy software for adjudication of prescription claims to patient's insurance plans
- Processes requests for prior authorizations by obtaining the corresponding forms, entering patient, physician and drug information, and forwarding forms

**2. Inventory Management**

- Tracks inventory to replenish stock to appropriate levels
- Purchases pharmaceutical and non-pharmaceutical items
- Ensures confirmation of quantities received for each order and inspects for damaged shipment items or other discrepancies
- Conducts cycle and biannual physical inventory and prepares reports

**3. Manage Pharmacy Workflow**

- Maintains pharmacy workflow
- Monitors wait times and workstations, and facilitates duties
- Conducts informational meetings with student and OPS technicians
- Assists the pharmacy manager in the training of new hire pharmacists on the use of the pharmacy software

**4. Meetings and Representation**

- Represents the pharmacy at various on campus functions to promote pharmacy and health services
- Attends committee meetings to represent pharmacy interests
- Attends orientations to provide information and answer questions about the pharmacy and health services to incoming students and their families

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	High School Diploma or Equivalent	
<b>Certification(s)</b>	Registered with the State of Florida Board of Pharmacy	
<b>Licensure(s)</b>	N/A	
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.**