



PHARMACY TECHNICIAN FOR HOSPITAL INPATIENT AND LONG-TERM CARE PART-TIME POSITION AVAILABLE

Job Summary:

The Pharmacy Technician will perform many pharmacy-related functions under the direct supervision of a licensed pharmacist and perform administrative functions of the department that do not require professional judgment and extensive technical training.

Education and Experience:

- High school diploma or GED certificate.
- Successful completion of a pharmacy technician training course or a minimum of one year of on-the-job training.
- National certification preferred but not required.
- State licensing, as required or eligible to obtain.
- Pharmacy contracting experience
- Knowledge in medical terminology
- Billing knowledge and experience

Duties/Responsibilities:

- Prepares prescriptions for dispensing by the pharmacist and fills stock replacements.
- Makes requisitions for drugs and supplies with professional guidance from the pharmacist.
- Orders, receives, and maintains inventory of drugs and chemicals, and ensures their security.
- Helps maintain an orderly, clean environment including cleanliness of pharmacy stock and supplies.
- Enters data into the computer system, recording prescriptions, purchase orders, stock orders, requisitions, and disbursements.
- Under direction of pharmacist, removes unneeded or outdated drugs from stock and prepares for return or disposal.
- Performs general clerical duties for the department.
- Assists in contracting with insurance companies
- Assists in billing of medications for inpatients and long-term care patients

Required Skills/Abilities:

- Ability to enter data into a computer to maintain records.
- Ability to follow oral and written instructions.
- Knowledge in contracting with insurance companies

Physical Requirements:

- Ability to perform light lifting (up to 15 pounds) and repetitious physical activity.
- Ability to stand for long periods of time.

Applications will be accepted by HR in the hospital administration building or at hr@gcdmc.org. Applications are available online at www.gcdmc.org; click on the "resources" tab. Under employment, download our job application or contact hr@gcdmc.org. Position is open until filled.

Please contact Trent Decker trent@gcdmc.org with questions pertaining to this position.

Grover C. Dils Medical Center is an Equal Opportunity Employer.