

**JUNE 27, 2017**

**TITLE:** Pharmacy Data Entry Technician

**DEPARTMENT:** Pharmacy

**SUPERVISOR:** Pharmacy Manager

**SHIFT:** 8:00am – 4:30pm  
Full time 40 hours/week

**LOCATION:** Pharmacy (Lewisburg, PA)

**BRIEF DESCRIPTION:** Implements, under the supervision of a Pharmacist, high quality pharmacy services for clients in accordance with the principles and practices of pharmacy and with Albright Pharmacy Services policies and procedures.

**PRIMARY RESPONSIBILITIES:**

- Under the supervision of a pharmacist, reviews and enters prescription orders, fills prescriptions for cycle fills, daily fills and retail customers in accordance with State and Federal Laws.
- Operates the Pharmacy Computer system to ensure timely and accurate prescription documentation and billing.
- Assists in the Completion of monthly nursing forms (Medication Administration Records, Physician Orders and Treatment orders) for documentation.
- Orders supplies and prescription medications under the direction of the Pharmacist.
- Handles all DME orders including: taking the orders, checking inventory, ordering, delivering, and completing all necessary paper work.
- Communicates to the patient, the patient's family, the staff, and other professionals as appropriate.
- Understands Facility and Third party billing guidelines.
- Compliant with infection control procedures and environmental safety protocol within a Long Term Care (LTC) facility.

**QUALIFICATIONS:**

- High school graduate or its equivalent in training and experience.
- Three to five years experience as a pharmacy technician / data entry technician with good working knowledge of reviewing and entering prescription orders.
- Ability to follow oral and written instructions and to communicate effectively with others. Ability to work effectively both independently and as a team member
- Effective organizational, time management, and planning skills are necessary.
- Listening, reading and comprehension skills for completing assignments. Effective problem solving skills (e.g., identify and prioritize issues in responsive manner, develop sound and innovative action plans, execute action plans on timely basis, ensure appropriate results, etc.)
- Must possess a minimum of basic computer skills for reporting, including documentation, billing and expense reporting.
- Able to remain on feet for extended periods of time, stand/walk continuously throughout shift. Ability to participate in sustained activity for many hours in duration in accordance with state labor laws.
- Ability to lift totes and boxes using appropriate biomechanical techniques frequently throughout the work day/shift; must be capable of easily lifting twenty-five (25) pounds. Able to push/pull objects with moderate effort. Must possess manual dexterity to handle small objects and equipment.

**PHYSICAL DEMANDS:**

- Works inside and with others in a well lit, well ventilated pharmacy.
- Frequent use of a PC. Walks, bends, stands and reaches constantly during a work day/shift; stoops, kneels, pushes, and pulls occasionally in performance of job duties.
- Frequent lifting up to 25 lbs; occasional lifting up to 50 lbs (team lift); pushing/pulling up to 75 lbs. Chance of strains.
- Walks 65%, Stands 30%, Sits 5%