



Job Description

Job Title: Pharmacy Technician
Department: Pharmacy
Reports To: Director of Pharmacy Services
FLSA Status: Nonexempt
Physical Strength: Light (L)

Prepared By: Xenium
Prepared Date: June 2016
Approved By: Oksen
Approved Date: July 2016

SUMMARY

This position is responsible for providing clinical and clerical support to the Director of Pharmacy Services by processing prescription authorization requests per Oregon Health Plan (OHP) and Medicare guidelines by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

- Enters Prior Authorization (PA) requests into PBM software program.
- Requests chart notes to facilitate coverage determination when a prescriber has written a prescription for non-formulary medication.
- Generates and mails notice of action letters to members whose prescription coverage is denied within contracted time frame.

JOB DUTIES

- Identifies members that need prenatal care and reports them to the Case Management Department.
- Terminates members in PBM software program.
- Provides tobacco cessation programs for members and public as directed.
- Provides support to diabetic members through dispensing of meters, lancets, syringes, and strips.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an



individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and two or more years related experience and/or training working as a licensed pharmacy technician.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members, providers, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, word processing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

National Certification as a Pharmacy Technician and Oregon Pharmacy Technician License are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.