

# Ashley Hodge

## **Certified Pharmacy Technician**

Richland, MS

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In gaining this certified Pharmacy Technician position I will go above and beyond in meeting the requirements policies and procedures.

Authorized to work in the US for any employer

## Work Experience

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### **Overnight Stocker**

TJ Maxx - Flowood, MS

March 2024 to Present

Responsible for restocking shelves, organizing products, and ensuring that the store is ready for customers the following day.

### **Behavioral Health Technician**

Millcreek of Magee - Magee, MS

December 2023 to February 2024

Collect and record data on patient behavior

Provide crisis intervention as needed

Implement skill acquisition and behavior reduction treatments as directed by the supervisor

Provide a safe and supportive environment for patients and their family

### **Certified Pharmacy Technician**

Kroger Pharmacy - Flowood, MS

July 2022 to September 2023

- Reviews and interprets the medication orders from the physician and enters the prescription data in preparation for pharmacist verification
- Performs the assignments of the job in complete understanding of and full compliance to the federal and state laws as well as the internal policies and procedures which govern the handling, dispensing, and distribution of the medications prescribed
- Receives and stocks the inventory of medications in keeping with the requirements of the inventory policy, contributing to the periodic inventory process, counting, and recording of drugs and supplies on hand
- Selects drugs from stock, counts, packages, and accurately labels prescriptions for verification by the pharmacist and for shipment
- Provides administrative support to the pharmacy as assigned and aids in the training of new associates in the Pharmacy
- Communicates with all new patients, welcoming them to Kroger Specialty Pharmacy (KSP) and letting them know of prescription referral
- Responds to inbound calls to the pharmacy and demonstrates top-notch customer service
- Communicates with associates, patients, and prescribers' offices, with keen focus on patient care

- Obtains information about a patient's medication for DUR investigation
- Adjudicates and reviews the prescription insurance claims of the medications to be delivered
- Contacts insurance companies to complete any prior authorization requirements; investigates benefits and coverage and identifies co-pay structure
- Provides information and responds to requests to aid in obtaining co-pay cards or in providing financial assistance to patients, as applicable
- Performs or helps with any required operations to meet schedules and quality requirements and to maintain the workflow
- Participates in any variety of work groups and meetings in order to communicate issues, integrate activities, resolve problems, obtain approvals, and maintain specified levels of knowledge pertaining to new policies, developments, and requirements
- Performs any other related duties as assigned by the appropriate authorities.

### **Certified Pharmacy Technician**

CMCF - Pearl, MS

April 2018 to August 2023

Aids and assists the Pharmacist in assigned supervised duties in a responsible and ethical manner. The Pharmacy Technician interacts with a variety of healthcare professionals, corrections, and administrative staff to achieve the goals of the Pharmacy department and fulfill contractual requirements.

### **Certified Pharmacy Technician**

UMMC, The University of Mississippi Medical Center (HMP) - Jackson, MS

November 2021 to May 2022

Working under the supervision of a registered pharmacist, the technician is responsible for preparing intravenous solutions that contain medications that are given to patients in various health care settings. These IV solutions might contain antibiotics, chemotherapy solutions, narcotics, or nutritional supplements.

### **Front Desk Receptionist / Research Coordinator**

Precise Clinical Neuroscience Specialists - Flowood, MS

September 2021 to November 2021

Receptionists have administrative and customer service responsibilities that are vital to many workplaces. Common duties they may perform include greeting clients, sending and receiving office correspondence and setting appointments.

### **Pharmacy Coordinator**

CENTENE/Magnolia Health Plan - Jackson, MS

August 2020 to August 2021

- Receive and respond to provider and pharmacy calls regarding the prior authorization and formulary process
- Perform review of pharmacy and override process in compliance with pharmaceutical related company and State guidelines
- Track and trend overrides to ensure criteria have been met, audit for prior authorizations, analyze cost and determine utilization patterns
- Resolve complaints and grievances related to the pharmacy network in conjunction with the Pharmacy team
- Assist Provider Relations and various departments with educating providers on the health plan's pharmacy process

- Assist with the pharmacy utilization review and reporting process
- Collaborate with Quality Improvement department with various meeting preparation and transcription of minutes
- Assist with members' inquiries related to the formulary process

### **Optometric Technician**

Envision Eye Care - Jackson, MS

November 2017 to February 2018

- Assisting with patient care: Optometric technicians may assist with examining and performing tasks such as measuring visual acuity, testing for color blindness, and administering eye drops.

### **Certified Pharmacy Technician**

Polk's Discount Drugs - Brandon, MS

June 2017 to November 2017

- Reviews and interprets the medication orders from the physician and enters the prescription data in preparation for pharmacist verification
- Performs the assignments of the job in complete understanding of and full compliance to the federal and state laws as well as the internal policies and procedures which govern the handling, dispensing, and distribution of the medications prescribed
- Receives and stocks the inventory of medications in keeping with the requirements of the inventory policy, contributing to the periodic inventory process, counting, and recording of drugs and supplies on hand
- Selects drugs from stock, counts, packages, and accurately labels prescriptions for verification by the pharmacist and for shipment

### **Certified Pharmacy Technician**

WALGREENS PHARMACY - Brandon, MS

November 2015 to May 2017

- Reviews and interprets the medication orders from the physician and enters the prescription data in preparation for pharmacist verification
- Performs the assignments of the job in complete understanding of and full compliance to the federal and state laws as well as the internal policies and procedures which govern the handling, dispensing, and distribution of the medications prescribed
- Receives and stocks the inventory of medications in keeping with the requirements of the inventory policy, contributing to the periodic inventory process, counting, and recording of drugs and supplies on hand
- Selects drugs from stock, counts, packages, and accurately labels prescriptions for verification by the pharmacist and for shipment

## **Education**

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### **Associate Degree in Nursing in LPN**

Pearl River Community College - Hattiesburg, MS

August 2023 to Present

### **Associate in Arts in Nursing**

Holmes Community College - Goodman, MS

March 2020 to May 2021

## **Diploma in General Studies**

Jim Hill High School - Jackson, MS

August 2005 to May 2008

## **Skills**

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- NHA Certification (5 years)
- Typing
- EMR Systems
- Phone Etiquette
- Aseptic Technique
- Cash Handling
- Insurance Verification
- Computer Operation
- Vital Signs
- Experience Administering Injections
- Epic
- Typing
- EMR systems
- Customer service
- Vital signs
- Cash handling
- Negotiation
- Cash register
- Order entry

## **Certifications and Licenses**

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### **Certified Pharmacy Technician (CPhT)**

December 2022 to December 2024

NHA #B8A8W7M7 EXPIRATION:12/03/2024

### **Cosmetologist**

April 2012 to November 2025

### **Basic Life Support Certification**

July 2022 to July 2024

### **Mental Health First Aid**

October 2022 to October 2025

## Assessments

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### **Customer focus & orientation — Proficient**

September 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.