

# V&IOVIS

## JOB DESCRIPTION FORM

<b>Job Title:</b> Pharmacy Clerk	<b>Name of Incumbent:</b> Pharmacy Lead
<b>Department:</b> Pharmacy	<b>FLSA Status:</b> Non-Exempt

### Job Summary:

Reports directly to the Pharmacy Lead and responsible for registers, taking prescriptions for customers, handing completed orders to customers, recording shipments to the pharmacy and ringing up sales for customers.

### I. Essential Duties and Responsibilities:

1. Operate cash register to process cash or credit sales.
2. Prepare prescription labels by typing or operating a computer and printer.
3. Accept prescriptions for filling, gathering and processing necessary information.
4. Process medical insurance claims, posting bill amounts and calculating copayments.
5. Answer telephone inquiries, referring callers to pharmacist when necessary.
6. Greet customers and help them locate merchandise.
7. Operate capsule or tablet counting machine that automatically distributes a certain number of capsules or tablets into smaller containers.
8. Provide customers with information about the uses, effects, and interactions of drugs and out of stock items.
9. Receive, store, and inventory pharmaceutical supplies or medications, check for out-dated medications, and notify pharmacist when inventory levels are low.
10. Maintain and clean equipment, work areas, or shelves.
11. Perform clerical tasks, such as filing, compiling and maintaining prescription records, or composing letters.
12. Restock storage areas, replenishing items on shelves.
13. Other duties as required by Pharmacy Lead or Pharmacist on duty.

### II. Experience & Specifications:

1. High School Graduate with a minimum of one (1) year experience in inventory.
2. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
3. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
4. Outstanding oral and written communication skills.
5. Strong ethics and a high level of personal and professional integrity.
6. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
7. Computer literate and very highly proficient in using MS office programs.

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 with or without accommodation.

While performing the duties of this job, the employee is frequently required to stand for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.