



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Certified Pharmacy Technician

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$17.00 - \$20.00 per hour

Hours: Monday – Friday 8:00 am – 4:30 pm

Posting Date: November 3, 2021

Closing Date: November 17, 2021

Description of Position:

The Certified Pharmacy Technician will conduct a lot of their work behind the counter. They take prescriptions over the phone and in person, work with health professionals and customers, help mix medicines, count pills, measure medication, label and give instructions for medicine, and help take payments. Will also bill insurance companies for reimbursement of medication. Maintaining pharmacy's (its patients' and employees') safety by adhering to infection-control procedures, policies and regulations.

Qualifications:

- High School Diploma or GED required
- Certified as a Pharmacy Technician with an accredited program preferred
- Previous work as a Pharmacy Technician preferred
- Basic computer and mathematical skills required
- Ability to read, interpret and follow written and verbal instruction
- Excellent customer service skills
- Maintain CPR certification
- Mantoux TB test current
- Completed Hepatitis B series
- Maintain continuing education hours for certification

- Must be able to pass a background check and pre-employment drug test
- Valid WI Driver's License
- Vehicle Insurance
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

Major Duties and Responsibilities:

1. Take refill requests off answering machine at beginning of each day.
2. Answer phone throughout the day and re-route phone call when necessary.
3. Monitor Point of Sale for "rejections".
4. Process insurance rejections.
5. Put away the daily medicine order, reorder shorts, returns, and inventory control.
6. Process prescriptions from fax machine, jail, outside rx, etc.
7. Alert pharmacist of DUR, Allergies, Duplicate Orders, and Improper Brand.
8. Verify Quantity and Days Supply.
9. Call or message provider for appropriate diagnosis for refill.
10. Enter new providers into pharmacy system.
11. Check patients for Medical Assistance Eligibility or refer to Benefits Specialist.
12. Print provider NPIs for pharmacist to enter in the RPMS system.
13. Initiate Prior Authorizations as needed.
14. Print rejections at the end of the day.
15. Able to deal and understand emotional patients on the phone in a professional manner.
16. Provide information to providers on 3rd party forms.
17. Phone providers for sig, strength medication verification.
18. Maintain/clean Scripto Machine and fill vials and medications as needed.
19. Reorder meds from company chosen.

20. Clean Kirby Lester counters daily.
21. Shredding documents daily.
22. Reconstitute oral antibiotic suspensions.
23. Treat patients and co-workers with respect.
24. Always verify name and date of birth prior to disbursing medication.
25. Count all Controlled Substances in front of patient.
26. Process refill requests.
27. File signature slips daily.
28. Refer all judgmental concerns to pharmacist.
29. Refer all new medication to pharmacist for counseling.
30. Explain clinic policies as needed.
31. Participate on the Incident Command Team as assigned by Management.
32. Responsible for reporting Adverse Incidents.
33. Any other duties assigned by Chief Pharmacist.

Supervision and Guidance:

The Certified Pharmacy Technician will work under the direction of the Chief Pharmacist with oversight by the Health Director.

***Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Sara Klecan, Human Resources Director
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX
sklecan@lcohc.com

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

11/13/2021