



1260A Brown Street (Hwy P)
Oconomowoc, WI 53066-2491
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Job Description:

Pharmacy Technician

Principle Objectives:

- Accuracy
- Attention to details -- vital for the pharmacist and vital for patients well being.
- Maintain all HIPAA, federal and state dispensing laws.
- Good communication skills -- communicate professionally with physician's offices, patients and our staff.
- Excellent patient service.

Responsibilities:

- Obtaining and recording initial demographic and other required information
- Data entry of required information into the pharmacy system for record keeping
- Insurance verification and label generation purposes
- Check prescription queues waiting for physician refill authorizations
- Providing excellent customer service and cashiering
- Answering phones
- Responding to the drive-thru
- Communicate electronically, via phone or fax with physician offices requesting refills.
- Check in order and place stock on shelves.
- Check prescription hold shelf for prescription waiting on new products to be completed.
- Effectively communicate with the pharmacist.
- Initializing and maintenance of prescription synchronization for patients.
- Entering and monitoring prior authorizations through Cover My Meds

Processing prescription:

- Entry of new prescription.
- Refill prescription.
- Routinely check Express Fill, In Bound Communications and Fax for new and refill prescription.
- Filling & labeling prescription to be ready for the pharmacist to check

- Properly document DUR information, or other pertinent information, on the prescription as indicated

Other Responsibilities:

- File prescriptions daily
- Check for prescription outdates on a monthly basis
- Record overrides on hardcopy of prescription
- Keep PARATA Dispensing Unit stocked
- Stock vials
- Shred HIPAA information from prescription labels
- Fill printers/copier with paper
- Return non-sold prescription's to profile/inventory on a bi-weekly basis
- Verify Prescription's to be released on a weekly basis
- Stock/face OTC's

Desired Qualifications:

- Minimum of three years experience
- Pharmacy Technician Certification
- Ability to independently read & interpret a prescription order.
- Possess excellent customer service, organization, problem resolution and process development skills.
- Ability to work independently maintains confidentiality & takes initiative.
- Must have high attention to detail & strong mathematical skills.
- Basic computer skills including Microsoft Office applications & e-mail
- Previous third-party insurance or Medicare experience desirable.

Human Resources
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