

Pharmacy

Duties:

- Gather customer information from patients or health professionals in a friendly manner
 - Count tablets and measure amounts of other medication for prescriptions
 - Compound or mix medications based on specifications
 - Package and label prescriptions with a high level of care and accuracy
 - Accept payment for prescriptions and process insurance claims
 - Handle cash, credit card and check transactions up to \$____ daily
 - Answer customer questions via phone and in person; connect customer and Pharmacist if the customer has questions about a medication
 - Complete routine pharmacy tasks, such as answering phone calls from customers
 - Fill and dispense prescription medications under the supervision of a Pharmacist
 - Group medications according to dosage and expiration dates
 - Separate (and properly dispose of?) all expired medications
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- Receive written prescription or refill requests and verify that information is complete and accurate
 - Establish or maintain patient profiles, including lists of medications taken by individual patients
 - Maintain proper storage and security conditions for drugs
 - Answer telephones, responding to questions or requests
 - Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels
 - Mix pharmaceutical preparations, according to written prescriptions
 - Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods
 - Price and file prescriptions that have been filled
 - Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information
 - Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages

Pharmacy technicians work under the supervision of pharmacists, who must review all prescriptions before they are given to patients. If a customer's question is about the medication or health matters, the pharmacy technician arranges for the customer to speak with the pharmacist.

Pharmacy technicians working in hospitals and other medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients.