

Job Description



Division/Department	MedQuest Pharmacy		
Position Title	Fulfillment Pharmacy Technician		
Reports To Title	Patient Care Manager		
*Full Time Pay Class	Exempt	SL/SB, Exemption:	X Non-Exempt

*PT Roles default to Non-Exempt, Hourly

POSITION OVERVIEW

The Fulfillment Pharmacy Technician is responsible for preparing patient orders under the direct supervision of the Patient Care Manager and Staff Pharmacists. The Fulfillment team works in cooperation with other key pharmacy departments to guide patient orders from receipt to completion and shipping.

RESPONSIBILITIES

Essential Job Functions

- Effectively utilizes computer systems, including email, eMedPlus, shared folders and PK Software
- Separates, organizes and fulfills all patient orders properly and accurately in a timely manner prior to the final pharmacist check
- Pulls correct products and preparations according to order details and physician group, appropriately affixes Rx and auxiliary labels, and includes all pertinent auxiliary items
- Is familiar with how to generate and evaluate reports needed for ordering manufacturing products daily and pulling expired products monthly
- Manages Fulfillment station, to include stocking needed supplies, maintaining equipment, changing printer toner as needed, loading printer with labels and paper, and maintaining clean, organized and efficient workstation
- Conducts Technician scan/check, ensuring that the correct products and/or compounded preparations are included in each patient's order
- Monitors all inventories and knows who to contact to order and/or restock products and supplies
- Organizes, cleans and stocks shelves, pulling outdated products and preparations on a monthly basis, as well as maintaining controlled substance logs and inventories
- Is able to locate and demonstrate general knowledge of MedQuest Standard Operating Procedures
- Works together with all team members to promote a community of cooperation and respect
- Reports to the Patient Care Manager for all matters concerning fulfillment operations. In the absence of the Patient Care Manager, Fulfillment Pharmacy Technicians should report to the Fulfillment Team Lead.

Additional Duties

- Fulfillment Pharmacy Technicians who work a closing shift are expected to assist with entering prescriptions into pharmacy processing system, as needed
- May assist with customer service and/or fulfillment duties for Area 2 clients
- May assist with annual/periodic inventory activities and occasional Saturday work events

REQUIREMENTS

- Able to perform essential functions of position as outlined above
- Must have current Utah Pharmacy Technician License in good standing
- High School Education with good reading, writing and math skills
- Knowledge of and experience with general pharmacy regulations and compliance
- On-site presence, consistent and reliable attendance
- Computer proficiency with G Suite and MS Office applications, as well as internal use systems and

programs, including PK Software

- Understanding of HIPAA/HITECH Privacy and Security requirements and internal Notice of Privacy Practices
- Good verbal and written communication skills
- Ability to successfully prioritize and manage a wide variety of critical and/or time sensitive job duties
- Strong organizational skills and detail oriented, focus on efficiency and accuracy
- Previous pharmacy fulfillment experience preferred, general compounding knowledge a plus
- Able to sit and/or stand at workstation for duration of shift(s)
- Able to routinely lift up to 25 lbs., may occasionally lift up to 55 lbs., as needed
- Highly collaborative individual with ability to effectively communicate and work with multiple departments/team members

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		