

SUMTER

FAMILY HEALTH CENTER

Caring For Our Community's
Health and Well Being

JOB POSTING

Pharmacy Technician (full-time)

Position Summary:

Under the direct supervision of the Sumter Family Health Center Director of Pharmacy, the Pharmacy Technician will assist the Pharmacist in performing all routine tasks and in managing and coordinating all aspects of the Pharmacy Department in accordance with established policies and procedures set forth by the Sumter Family Health Center and within the constraints of the State Board of Pharmacy.

- Assists the Pharmacist with filling and labeling prescriptions in accordance with state and federal regulations.
- Reconstitutes and compounds medications as necessary under the direction of the Pharmacist.
- Creates a profile of the patient's demographic and insurance information in the computer and/or update the patient's profile.
- Screens phone calls for Pharmacist.
- Communicates with prescribers and their agents to obtain refill authorization at the discretion of the Pharmacist.
- Enters prescription orders into the computer.
- Communicates with insurance/3rd party carriers to obtain payment for prescription claims at the discretion of the Pharmacist.
- Assists in maintaining adequate pharmaceutical inventory.
- Checks in wholesale and other orders, places merchandise on the shelves and verifies all associated paperwork.
- At the point of sale, verifies that the patients receive the correct prescriptions and that HIPPA regulations are followed.
- Maintains accurate point of sale and cash records.
- Assists in the maintenance of a system of accountability for controlled drugs/substances, syringes and other pharmaceutical supplies.
- Assists patients who are dropping off or picking up prescriptions and maintains an orderly workflow.
- Maintains an awareness of changes and updates of the pharmacy software and hardware.
- Assists other technicians.
- Completes training requirements to stay up-to-date on policies and procedures for the 340B drug program, as well as any drug assistance programs in which the pharmacy participates.
- Follows all policies and procedures related to the 340B drug program, as well as any drug assistance programs in which the pharmacy participates.
- Maintains an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrates them into job responsibilities.
- Assists in training new employees.

Qualifications:

- Must have successfully completed High School or GED equivalent.
- Must possess one of the following credential options as a Pharmacy Technician and maintain good standing at all times:
 - 1) State of South Carolina Pharmacy Technician Registration
 - 2) National and State of SC Pharmacy Technician Certification
- 1 – 2 years of pharmacy work experience preferred.

Schedule and Benefits:

Full-time position with Monday-Friday dayshift schedule. Comprehensive benefits package including health, dental, vision and life insurance, as well as paid time off and holiday pay.

How to Apply:

If you are interested in applying, please download and print an application from our website:

www.sumterfhc.com. Return your completed application to:

Sumter Family Health Center

Attn: Human Resources

1278 N. Lafayette Drive

Sumter, SC 29150