



## Elbowoods Memorial Health Center

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** Pharmacy Technician  
**RESPONSIBLE TO:** Chief Pharmacist  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center  
New Town, ND 58763-0400

**POSITION SUMMARY:** As a pharmacy tech, you'll perform duties such as, accurately and efficiently preparing prescription orders, verifying prescription information and dosage, entering patient and order information into the pharmacy system, processing and submitting insurance claims, providing quality customer service to patients and other healthcare providers.

Position serves primarily as staff Pharmacist at the Elbowoods Memorial Health Center.

- a) **Job Summary (position includes, but is not limited to the following):**
- i) Customer Service
    - (1) Field telephone calls from patients and answer questions about medication refills and EMHC pharmacy policy
    - (2) Direct and transfer patients to appropriate departments when necessary
    - (3) Direct patient medication pick up at the pharmacy window
    - (4) Offer counseling or guidance from a pharmacist to patients whenever wanted or there is an observed need, in accordance with OBRA 90 counseling requirements
    - (5) Distribute and encourage the completion of patient satisfaction surveys
  - ii) Prescription Processing
    - (1) Receive and type prescriptions using EMHC pharmacy filling software (RX30)
    - (2) Procure and process insurance information from patients for prescriptions when applicable
    - (3) Prepare prescriptions for a final check by a pharmacist
    - (4) Keep perpetual inventory for Schedule II controlled substances
    - (5) Facilitate medication administration by nurses /providers here in the clinic
  - iii) Over the Counter Pharmacy services
    - (1) Assist patients with OTC needs in the absence of the pharmacy clerk
    - (2) Operate cash register and maintain deposit and transaction records
    - (3) Deposit money earned to finance in \$200 money orders for accounting

- iv) Pharmacy Record Management
  - (1) Collect and process pharmacy records for permanent medical record
  - (2) Utilize EMHC electronic health record for patient information when appropriate
  - (3) Participate in the storing and transfer of medical information from pharmacy to designated areas in accordance with HIPPA guidelines
  - (4) Deliver hard copies of medical information to medical record department for filing on a daily basis
- v) Inventory Control
  - (1) Stock medications to pharmacy supply
  - (2) Order from and receive shipments from McKesson Drug company
  - (3) Fill and operate ScriptPro.
  - (4) Check pharmacy stock for outdates and process accordingly.
- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required documentation and reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
- 9) And other duties as assigned.**

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **PHYSICAL DEMANDS/WORK ENVIROMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- High School Graduate, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Complete board-approved formal training program OR have worked 500 –1,000 hours as a pharmacist trainee under the direct supervision of a pharmacist AND Pass the Pharmacy Technician Certification Board exam OR ND Pharmacy Board approved Employer Pharmacy Technician exam, **REQUIRED**.
- Cognitive knowledge, skills, abilities as related to the position.
- Attention to detail necessary.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Medical Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

## **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.