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# Example of Medication Technician Job Description

Our company is looking for a medication technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medication technician

* Entry of the home medication list into the electronic health record (EHR), updating patient’s retail pharmacy information in the EHR
* Documentation of notes and relevant information associated with home medications in the EHR for the pharmacist
* Communicating concisely and effectively with patients, families, pharmacists, and other health care providers related to patient home medication histories
* Provides Resident treatments, medication dispensing, and care duties as delegated by the Registered Nurse (RN) Supervisor
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* Conduct patient, family or caregiver interviews to obtain a list of medications a patient was taking prior to admission
* Utilize other data sources to further investigate and complete an accurate medication list on occasion
* Provide a compiled medication list that will be entered into the hospital’s computerized medication reconciliation program and verified by a registered pharmacist
* Perform pharmacy technician job duties as assigned on occasion
* Have additional duties that may be assigned by the Director as determined by need

## Qualifications for medication technician

* Must be able to demonstrate a working knowledge of personal computers and standard office software
* Must have basic knowledge of public assistance and/or vendor programs and required forms
* Must have knowledge of third party payors and understand managed care and insurance contractual arrangements
* Must be detailed oriented, possess basic mathematical skills, and have sharp analytical skills to resolve financial issues as they relate to multiple groups including third party payors, physicians, patients and Parkland
* Must be able to handle potentially stressful situations and multiple tasks simultaneously including instructing and counseling patients regarding Parkland payment policies and public assistance programs
* Must be able to communicate effectively with patients, families, government entities, insurance companies, and Parkland staff