



Example of Pharmacy Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of pharmacy supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for pharmacy supervisor

- Employee relations including coaching, motivating & counseling staff including administrating disciplinary action when necessary
- Directing and implementing department and pharmacy wide projects
- Tracking and reporting progress of projects
- Construct viable options and solutions to numerous Admissions and Customer Service activities and issues
- Review data, make a determination of impact and risk and determine the best course of action based upon the situation
- Analyze and interpret various financial reports and information in areas such as referral and call volume statistics
- Monitor the volume of incoming C2W claims, schedule accordingly, and oversee the workflow and efficiency of the Adjudicators, providing support as a supervisor liaison
- Monitor C2W and pharmacy systems to assure that all adjudicators are addressing real-time claims for all pharmacies supported by the CIC to ensure run times are met in a timely manner
- Monitor CIC and Operations queues for rejected claims
- Monitor all claim detail, activity, and outcome, as directed and report inconsistencies or areas of training improvement to Claims Manager

Qualifications for pharmacy supervisor

- Able to demonstrate proficiency in oral and written English-speaking communication skills
- Able to extract pertinent information from patients, or other sources, to apply to the patient's medical management plan
- Supervises all pharmacy personnel, including Relief Staff Pharmacists, Nuclear Pharmacy Technicians, Pharmacy Services and Delivery Associates, Interns and Externs
- Comfortable with repetitive tasks required