Example of Retail Pharmacy Technician Job Description

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Our company is looking for a retail pharmacy technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for retail pharmacy technician

- Prioritize work duties to ensure efficiency and customer satisfaction at all times
- Utilize technical skills in performance of daily operations which may include accurate updating of patient profiles in software and computer entry of new and refill prescriptions, assist the pharmacist with filling prescription orders, accurate use of cash register, answering telephone calls, assisting the pharmacist with filling and maintenance of automation
- Collaborate with team members to utilize resources efficiently to ensure customer service is the top priority
- Logs and dates all drugs that are being used
- Bill prescriptions and call insurance providers for prior authorization approval
- Package prescriptions for shipping
- Assist with enrollment of patient assistance programs
- Assist in the management of medications bound for offsite locations
- Assist in the ordering and maintenance of an economic and adequate inventory to service the needs of the client and the requirements of their patients
- Participate in cycle counting process and the resolution of any discrepancies

Qualifications for retail pharmacy technician

- Experience with McKesson Enterprise application preferred
- Previous pharmacy experience is preferred

- Successful completion (minimum grade = B) of a high school or college level course in algebra
- Maintains current national pharmacy technician certification