

# Job Description Form



<b>Division/Department</b>	MedQuest Pharmacy
<b>Position Title</b>	Fulfillment Pharmacy Technician
<b>Reports To Title</b>	Lead Customer Service Pharmacy Technician/Pharmacy Fulfillment Services Manager

**GENERAL DESCRIPTION**

The Fulfillment Pharmacy Technician is responsible for preparing patient orders under the direct supervision of a pharmacist.

**POSITION FUNCTIONS**

- The Fulfillment Pharmacy Technician:**
- Effectively utilizes computer systems, including email, eMedPlus, shared folders and PK Software
  - Separate, organizes and fulfills all patient orders properly/accurately in a timely manner, prior to the final pharmacist check
  - Pulls correct products and preparations according to physician group, appropriately affixes Rx and auxiliary labels, and includes all pertinent auxiliary items
  - Is familiar with how to generate/evaluate compounding reports and inform compounding of needed products
  - Manages fulfillment station, i.e., stocks needed supplies and maintains fulfillment equipment, changing printer toner as needed and loading printer with labels and paper
  - Conducts technician scan/check, ensuring that the correct products and/or compounded preparations are included in each patient’s order
  - Monitors all inventories and is aware of who to contact to order or restock products and supplies
  - Organizes, cleans and stocks shelves, pulling outdated products and preparations on a monthly basis, as well as maintaining controlled substance logs and inventories
  - Demonstrates proficiency in prescription filing for controlled/legend medication (filing under written date)
  - Is able to locate and demonstrate general knowledge of MedQuest’s Standard Operating Procedures
  - Works together with all team members to promote a community of cooperation and respect
  - Fulfillment Pharmacy Technicians who work a closing shift are expected to assist with entering prescriptions into pharmacy processing system, as needed
  - Reports to the Lead Customer Service Pharmacy Technician and/or Pharmacy Fulfillment Services Manager for all matters concerning fulfillment operations

**EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS**

- Must have current Utah Pharmacy Technician License in good standing
- High School Education with basic math skills
- Strong verbal and written communication skills
- Ability to successfully prioritize and manage a wide variety of critical and/or time sensitive job duties
- Strong organizational skills and detail oriented, focus on efficiency and accuracy
- Previous pharmacy experience preferred

<b>Date Reviewed</b>	
<b>Employee Name/Signature</b>	
<b>Manager Name/Signature</b>	