

**PHARMACY TECH  
JOB DESCRIPTION**  
**Department of Health Services**  
**Pokagon Band of Potawatomi Indians**

**Job Summary**

Under the supervision of a license pharmacist, assist in the various activities of the pharmacy department of Indian Health Services of the Pokagon Band of Potawatomi Indians in accordance with local, state, federal, and company regulations.

**Principal Duties**

Assists patients who are dropping off or picking up prescription orders.

Enters prescription orders into the computer.

Creates and update patient's health and insurance information.

Communicates with insurance carriers to obtain payment for prescription claims.

Completes weekly distribution center medication orders, places orders on shelves, and verifies all associated paperwork.

Assists the pharmacist with filling and labeling prescriptions.

Prepares the pharmacy inventory.

Screens telephone calls for the pharmacist.

Communicates with prescribers and their agents to obtain refill authorization;

Compounds oral solutions, ointments, and creams.

Prepackages bulk medications.

Maintains an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities and integrate them into practice.

Assists other pharmacy technicians.

Assists pharmacist in scheduling and maintaining workflow.

Maintains knowledge of loss prevention techniques.

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**Principal Duties Cont'**

Makes substitutions of comparable drugs for drugs with trade names, as appropriate.

Prepares solutions and sterile vehicles.

Monitors drug therapies for drug interactions, allergies, and contraindications.

Inventories and procures drugs, medications, supplies, etc., as required.

Conducts in-service training for healthcare workers and provides consultations on the use and care of prescription drugs and medicines with patients.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

**Minimum Requirements**

High School Diploma or GED

Licensed as a Certified Pharmacy Technician by Michigan State Board of Pharmacy

PTCB Certification or Certified Pharmacy Technician (CPhT) and in good standing

Three (3) years of professional experience in the compounding, dispensing, and preservation of drugs and medicines under direction of a Pharmacist.

Excellent customer service skills

Must have a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must submit to and pass alcohol/drug screening and criminal background check.

Prefer Indian Health experience with pharmacy package and RPMS computer system.

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**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports to**

The Pharmacy Tech reports directly to the Pharmacist.

**Starting Wage PB 4 (Non-Exempt)**

Commensurate with education and experience.