Pharmacy Technician and Billing Clerk

**Definition of Class**
This is a non-supervisory position in which the incumbent, under the direct supervision of a licensed pharmacist, performs routine technical and clerical duties in the daily operation of the University’s Student Health Center Pharmacy.

**Examples of Work Performed**
Receives prescriptions from patients; obtains necessary information to validate the prescription order such as name spelling, address, and other vital information; enters personal data into the computer.

Assists the pharmacist in the preparation of prescriptions by performing non-judgmental tasks such as: preparation of prescription labels; entry of prescription data into computer system; removing shelf stock bottles for a prescription; initiating and receiving refill authorization requests; and prepackaging and labeling of prepackaged drugs.

Performs computerized billing for services rendered to patients; completes charge receipts as received; updates pricing information in the computer; operates cash register as needed.

Prepares daily deposits and takes to Bursar’s office.

Orders medication supplies; checks in orders; stocks and cleans shelves; maintains proper inventory levels.

Performs clerical duties such as typing correspondence when necessary; answers the telephone; greets customers.

Assists the pharmacist in the retrieval of medication orders and in the billing of such orders.

Delivers medication to patient care areas within Student Health Service upon request by medical staff or nurses.

Maintains adequate supply of patient information leaflets and brochures in patient counseling areas.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assists the pharmacist in preparing prescriptions, retrieving medication orders, and delivering orders to patient care areas.

2. Receives prescriptions from patients.
3. Performs billing, operates cash register, and prepares daily deposits.
4. Maintains inventory.
5. Performs clerical duties.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to reach with hands and arms.

**Experience/Educational Requirements:**

- **Education/Certification:**
  Graduation from a standard four-year high school or equivalent (GED).
  Must be Certified within the first three (3) months of employment.

  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOE/Aa/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*