Sample Job Posting #1

Pharmacy Technician
Location: Laguna Hills, CA  
Date: 03/02/2013  
Job Number: 313510  
Company Name: MemorialCare

Position Description: Under the supervision of a registered pharmacist, the pharmacy technician maintains drug inventories, pharmaceutical service records (e.g., patient profiles, etc.), prepares medications, issues medications in the appropriate manner to patient care areas, restocks medications, and assists the pharmacists in all other areas of drug distribution as needed and allowed by state law.

Experiential rotation in an acute care hospital (minimum 160 hours) required. Knowledge of basic computer systems and keyboard use. Minimum one year acute care experience in hospital pharmacy preferred. IV compounding and sterile technique experience preferred. Minimum education – diploma from a Pharmacy Technician program. Active licensure as a Registered Pharmacy Technician by the California State Board of Pharmacy.

Sample Job Posting #2

Requisition Number: ACCD03480  
Job Title: Pharmacy Technician  
Position Type: Full Time  
Function: Pharmacy  
City: Corona  
State: California

Travel Required: No

Job Description: Contacts/interacts with customers on a proactive and reactive basis to ensure the timely receipt of pharmaceutical/ancillary supplies. Assists pharmacists in the processing of medication orders, patient inventory control, distribution functions, and tasks related to the handling and filing of patient charts.

Qualifications: Required Education and Experience: High School diploma or equivalency. We are an Equal Opportunity Employer, M/F/D/V
Sample Job Posting #3

Pharmacy Clerk

Location: Overland Park, KS
Date: 
Job Number: 517226
Company Name: 

Position Description: Let's also talk about smart, motivated, focused pharmacy teams; people who are using their minds and their talents in novel ways. Let's talk about delivering better, more effective, and more affordable health care solutions to more people than ever before. This is caring. This is great chemistry. This is the way to make a difference.

Positions in this function assist in filling and packing orders, maintaining inventory and equipment, filing required reports, and generally providing clerical support to pharmacy operations (e.g., document preparation, order creation, order delivery). Incumbents are typically not licensed pharmacy technicians. May include licensed pharmacy technicians doing non-technician work.

Primary Responsibilities:

- Data entry of customer information
- Data entry of payment information
- Faxing out for prescriptions
- Calling patients for drug information
- Have current Kansas technician license in good standing or the ability to receive such license
- Moderate work experience within own function
- Some work is completed without established procedures
- Basic tasks are completed without review by others
- Supervision/guidance is required for higher level tasks
- Schedule will be 8:00am - 4:30pm CST M - F but must have availability to work outside of these hours and including weekends and overtime hours up to additional 20 hours per week during peak periods

Requirements:

- An education level of at least a high school diploma or GED OR 10 years of equivalent working experience
- 1+ year of customer service experience analyzing and solving customer problems
- Familiarity with computer and Windows PC applications, which includes the ability to learn new and complex computer system application
- Continued employment is contingent upon successful Pharmacy Technician licensing and registration as required
- Authorization to work in the United States
- Available to work 40 hours per week and overtime as required according to the needs of the business
- Ability to remain focused and productive each day though tasks may be repetitive

Physical Requirements and Work Environment:

- Frequent speaking, listening using a headset, sitting, use of hands/fingers across keyboard or mouse, handling other objects, long periods of close vision looking at a computer monitor
- Service center environment with moderate noise level due to Representatives talking, computers, printers, floor activity
OptumRx is part of the family of companies that make UnitedHealth Group one of the leaders across most major segments of the US health care system.

If you are ready to talk about groundbreaking interactions, let's talk about what happens when a firm that touches millions of lives decides to gather results from millions of prescriptions every month and analyze their impact. Let's talk about smart, motivated teams. Let's talk about more effective and affordable health care solutions. This is caring. This is great chemistry. This is the way to make a difference. We're doing all this, and more, through a greater dedication to our shared values of integrity, compassion, relationships, innovation, and performance.

OptumRx is an empowering place for people with the flexibility to help create change. Innovation is part of the job description. And passion for improving the lives of our customers is a motivating factor in everything we do. In the largest and most personal sense, your impact can be greater than even you thought at OptumRx.

Diversity creates a healthier atmosphere: equal opportunity employer M/F/D/V.

UnitedHealth Group is a drug-free workplace. Candidates are required to pass a drug test before beginning employment. In addition, employees in certain positions are subject to random drug testing.
Sample Job Posting #3

Title: Pharmacy Technician
Req ID: 63237BR
Business Area: CVS Caremark
Job Category: Pharmacy Technician

Hourly Retail

Position Summary: Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to our company Values

Required Qualifications: Must be at least 16 years of age
Licensure requirements vary by state
Must have the ability to perform the following tasks:

Customer Service
- Greet each customer in a courteous and professional manner
- Assist all pharmacy and front store customers with their questions and concerns
- Request additional help when needed to maximize customer satisfaction
- Maintain customer/patient confidentiality according to HIPAA and company standards
- Answer telephone with appropriate greeting

Operations
- Comply with all federal and state laws, rules, and regulations
- Comply with CVS policy and procedures at all times
- Adhere to CVS workflow and ensure quality assurance standards are maintained at all times
- Maintain prescription prioritization throughout prescription processing
- Process prescriptions
- Including translation of SIG codes, product selection, counting and measuring drugs, capping and uncapping vials and bottles
- Labeling of prescriptions
- Resolve Third Party rejections and complete any manual claim forms
- Perform all register transactions, in adherence of CVS policy and procedures
- This includes cash, check, and charge transactions
- Bag merchandise upon completion of sale
- Perform all prescription pick-up procedures, in adherence of CVS policy and procedures; complete prescription pick-up log, validate customer address, make the offer to counsel, and direct customer to pharmacist or intern (if applicable)
- Communicate with all healthcare professionals when permissible and according to state law
- Retrieve and file prescriptions appropriately according to state and federal law
- Participate in all required store operational meetings
- Maintain a clean, organized, and professional pharmacy department, according to CVS standards
- Access, input and retrieve information to/from the computer
- Stand for extended periods of time
- Assist front store operations when needed

Inventory Management
- Maintain in-stock by ensuring all inventory management policies and procedures are followed
- Utilize appropriate report(s) to maintain replenishment
- Pull outdated, damaged, and recalled merchandise and prepare for return
- Assist with putting away drug orders (except CIIs) as permitted by law

Human Resources
- Support scheduling activities according to the needs of the business and workflow model
- Complete all required training programs
- Communicate with field management and corporate any required reporting

Preferred Qualifications: Previous retail experience
Education: High school diploma or equivalent preferred
Street Address: 16961 Beach Boulevard
City: Huntington Beach
State: CA
Zip Code: 92647

**Business Overview:** CVS Caremark, through our unmatched breadth of service offerings, is transforming the delivery of health care services in the U.S. We are an innovative, fast-growing company guided by values that focus on teamwork, integrity, and respect for our colleagues and customers. What are we looking for in our colleagues? We seek fresh ideas, new perspectives, a diversity of experiences, and a dedication to service that will help us better meet the needs of the many people and businesses that rely on us each day.

As the nation’s largest pharmacy health care provider, we offer a wide range of exciting and fulfilling career opportunities across our three business units – MinuteClinic, pharmacy benefit management (PBM) and retail pharmacy. Our energetic and service-oriented colleagues work hard every day to make a positive difference in the lives of our customers.