

NORTHEAST MONTANA HEALTH SERVICES
WOLF POINT/POPLAR CAMPUS
JOB DESCRIPTION
PHARMACY CLERK

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF RETAIL PHARMACY**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to provide customer service to clients of Wolf Point and Poplar Pharmacies in accordance with established procedures and as directed by your supervisor.

As the Pharmacy Clerk, you are the public's initial exposure to the facility. You must display absolute professionalism and courtesy at all times whether dealing with the public on the telephone or in person. You are delegated the responsibility and accountability, necessary to carry out your assigned duties.

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only job duties that you will be required to perform. The omission of specific statements of duties does not exclude them from your position if the work is related, similar, or a logical assignment to your position.

WORKING CONDITIONS

1. Works in a well-lighted, ventilated office area.
2. Is subject to sitting, standing, and bending intermittently throughout working hours.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, family members, personnel, visitors, etc.
5. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
6. May be exposed to infectious diseases and hazardous waste.
7. Must travel between all campuses of NEMHS.

ESSENTIAL JOB QUALIFICATIONS

1. Must possess a high school diploma or its equivalency.
2. Preferable to have a working knowledge of computers.

3. Must be able to work effectively, professionally and present well to the public.
4. Must display proper telephone etiquette at all times.
5. Must be able to read, write, speak, and comprehend the English language.
6. Must be able to see and hear, or use prosthetic devices that will enable these senses to function adequately to assure that the requirements of the position can be fully met.

ESSENTIAL JOB FUNCTIONS

1. Must display and maintain complete confidentiality at all times.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to function independently, have flexibility, and personal integrity.
4. Must attend and participate in educational offerings as directed by your supervisor, and those necessary and appropriate for your job position.

MAJOR RESPONSIBILITIES

1. **Responsible** for dispersing prescriptions to the customers and collecting payment.
 - a. Operate the cash register.
 - b. Operate the credit card machine.
 - c. Make proper change if necessary.
 - d. Operate the drive-up window.
 - e. Maintain professional protocol at all times.
2. **Responsible** for balancing the cash register daily.
 - a. Balance till tape and money at end of day.
 - b. Complete deposit slips.
3. **Responsible** for answering telephone.
 - a. Transfer calls, as deemed necessary, to Pharmacy Tech.
 - b. Take prescription requests and direct them to Pharmacy Tech.

- c. Maintain professional protocol at all times.
4. **Responsible** for maintaining OTC materials.
- d. Order OTC materials online.
 - e. Stock OTC Materials.
 - f. Maintain Outdates of OTC medications.
5. **Responsible** for abiding by the policies and procedures of NEMHS.
- a. Follows Employee Handbook
 - b. Follows Employee Health Policies
 - c. Follows OSHA, Infection Control and Safety polices.
 - d. Follows Corporate Compliance policies
 - e. Follows HIPAA policies
 - f. Follows Hazcom/Blood Borne Pathogen policies
 - g. Attends mandatory in-service training and training appropriate to your job position.

I have read and understand the above job description. I understand that all listed Responsibilities are essential job functions for this position, and I agree to abide by those duties and responsibilities.

Employee

Date

Supervisor

Date