

Pharmacy Assistant Job Description

Summary:

Pharmacy assistant is responsible for filling all doctor-approved prescription medications. They are responsible to fill medications in a timely and accurate manner. In addition they will also assist both front nurses and veterinary assistants to prepare post-procedure discharge notes and medications. Both the refill voice mail box and REFILL 'box' in Cornerstone should be checked every ½ - 1hr to assure client medication requests are filled in a timely manner. Also manage Rx requests from our online pharmacy, VetSource and other outside online and compounding pharmacies.

Duties:

1. Fill medications accurately and timely from both RXOUT/REFILL request telecoms and the Prescription refill voice mail box on the pharmacy phone.
2. When putting in refills, research the appropriate doctor that the refill should go under, verify medication name, dosing, quantity requested, and check to see that there has not been any changes to the prescription. All patients must have a current exam within the last 12 months.
3. For urgent refills, it is okay to ask the appropriate doctor for approval as long as the information and conditions in #2 are met. Asking for approval from a different doctor is okay if the main prescribing doctor is not in the office. In this case, when asking another doctor for approval, please provide them w/ the relevant information in #2.
4. Follow up and call clients to let them know the status of refill (finished and ready for pick up, on back order, or will be in on __ day, etc.)
5. Assist reception in taking transferred calls for refill requests.
6. Use written protocol provided by Natalie and Dr. Nicci to fill pre-approved select flea and heartworm medication without having to bother a doctor – once approved to do so by Medical Director.
7. Assist in filling medications for front nurses and medications/discharge notes for surgery patients.
8. Make up new puppy and kitten information packs
9. Assist inventory/ordering assistant (Michele/Laura) to help monitor pharmacy inventory levels and put things on the order list as needed.
10. Assist Michele/Natalie in monitoring RX Vitamin supplement inventory levels and put on order list as needed.
11. Be familiar with calling compound pharmacies and outside human pharmacies for research and ordering of medications for both clients and in-house use.