

ROBERT SMITH

Registered Pharmacy Technician/Supervisor

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To obtain knowledge in a clinical setting with an emphasis on evaluating, diagnosing, and treating each patient as an individual. To provide quality care, grow professionally, and become a competent health care provider.

EXPERIENCE

Registered Pharmacy Technician/Supervisor

EXPRESS SCRIPTS - JULY 2012 - 2019

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Establish or maintain patient profiles, including lists of medications taken by individual patients.
- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
- Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
- Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
- Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into computer.
- Supply and monitor robotic machines that dispense medicine into containers and label the containers.

Registered Pharmacy Technician

ABC Corporation - 2010 - 2012

- Maintained records in compliance with federal, state and local laws.
- Communicated regularly with customers to achieve one hundred percent satisfaction ratings.
- Corresponded daily with physicians offices to verify prescription information.
- Collaborated with insurance companies to maximize benefits and minimize out of pocket costs to customers.
- Utilize electronic medical record keeping system to input and maintain prescription orders.
- Compile reports for local law enforcement with regards to specific drug information.
- Proficiently utilize all Microsoft programs, including but not limited to, Word, Access, Excel and Publisher..

EDUCATION

- - (Pharmacy Tech Candidate)

SKILLS

Registered Pharmacy Technician, Licensed Technician.