

Associate Senior Certified Pharmacy Technician

ROBERT SMITH

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Objective

Sterile Products/IV Certified Pharmacy Technician with 13 years of retail and independent pharmacy experience. Knowledgeable in preparing, packaging, and dispensing prescription and over-the-counter medications. Experience with financial transactions and insurance adjudications. Involved with efficiently and accurately entering prescriptions into the computer, calculating dosage and day supply, processing payment methods, counting/measuring/labeling sterile and non-sterile compound medications.

Skills

Customer Service, Computer , Cashier, Inventory, Iv Certified, Organized, Efficient, Ordering, Filing, Insurance Verification, Scheduling.

Work Experience

Associate Senior Certified Pharmacy Technician

ABC Corporation - October 2006 – June 2013

- Responsible for entering new patient profiles, and prescriptions into the computer system.
- Verified the accuracy and completeness of information on prescription and refill requests.
- Verified patient data and billing information.
- Efficiently answered multi-line phones and processed high volume of order requests from nurses, doctors and pharmacists.
- Processed up to 800-900 prescriptions on high volume days.
- Communicated directly with doctor offices via telephone, fax and e-scribe.
- Promptly referred all doctor calls and patient medical questions to the pharmacist on duty.

Senior Certified Pharmacy Technician

Delta Corporation - 2003 – 2006

- Monitored inventory levels, submitted daily drug purchase order and maintained equipment.
- Calculated dosages, dispensed medications and maintained filing system for controlled and non- controlled prescriptions.
- Assembled pharmacy technicians schedules to ensure accurate pharmacy coverage filling 400 prescriptions daily and trained all new pharmacy employees.
- Created hundreds of customized drug plans for customers during Medicare Part D overhaul, educated to changes based on current medications.
- Accurately and efficiently processed and filled prescriptions and entered data into computer system.
- Communicated with patients and gathered information on background, medical history, prescription history, and insurance billing.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

CERTIFICATION in ACPE Accredited Course - (NPTA Institute - Houston, TX)