

Faith Community Health (www.faithcommunityhealth.org)

Job Description- Medication Office Technician

Reports To

Clinical Service Supervisor and Supervising Medical Provider

Job Overview

Full or Part-time position available to assist the team with duties related to providing patients with medications through the medication office inside the medical clinic, as well as communicating with patients both in person and over the phone.

Responsibilities and Duties

- Entering medication orders into pharmacy software
- Completing medication orders
- Make and answer phone calls
- Customer service
- Maintain an organized work area
- Maintain and update patient information
- Protects patients' rights by maintaining confidentiality of personal, financial, and medical information
- Photocopy and print out documents
- Inventory management

Qualifications

- Knowledge of patient privacy (HIPAA)
- Excellent time management skills
- Ability to prioritize work
- Attention to detail and problem solving skills
- Strong organization skills
- Ability to work independently and as part of a team
- Ability to utilize computer software systems
- Excellent communication skills-written and verbal

Education/Experience

- High school diploma or equivalent
- Medical clinic or Pharmacy experience preferred but not required

TO APPLY: Bring a resume in-person to the front office of the clinic during regular hours, email Brenda@FaithCommunityHealth.org, or call 417-336-9355 for more information.

Faith Community Health is located at 610 S. Sixth Street in Branson, Missouri.