

CVS Pharmacy Technician Job Description

- Answers the phone and greets customers
- Computes the price of prescriptions, receives payments, makes change, and writes receipts
- Gives customers information about CVS products and services
- Keeps prescription records and prepares reports of sales, refunds, and exchanges for management review
- Types and distributes prescription labels
- Selects and orders prescription drugs from drug manufacturers
- Keeps store clean and presentable
- Performs other duties as asked by the supervisor
- Prepares prescription records for the state pharmacy board on a regular basis. This includes counting prescriptions, filing records, and billing insurance companies. Others include filing monthly reports with the pharmacy board about overdue or unused prescriptions for certain drugs, such as narcotics and controlled substances under state guidelines
- Answers customer requests for refills of prescription medications
- Arranges and displays the pharmacy's wares
- Prepares patients' prescriptions, including change-of-address forms, side-effect forms, and patient information packets for patients who are new to the practice
- Prepares prescriptions in accordance with the pharmacist's decision regarding the need for drug therapy, based on clinical assessment and patient presentation. This includes dosage selection and type of drug therapy, and directions for administration or use as required by state guidelines (e.g., intramuscular vs intravenous injection).