

# Pharmacy Clerk Job Description

---

- Observes aseptic technique among others
- Takes responsibility for the safety of drugs and combines them properly with other labeling media before dispensing or packaging them for transport to the distribution center or store, etc.
- Prepares drugs and other items for dosing according to orders from physicians, pharmacists, and other health care providers
- Operates a computerized point-of-sale system and uses other computer systems to enter information into those computers. This includes pharmacy software programs (e.g., EPISYS)
- Receives and validates incoming prescription deliveries by patients or patients' authorized representatives (e.g. visitors or home health agencies)
- Records and maintains records of inventory, drug sales, and other transactions using the computerized point-of-sale system
- Calculates drug dosages and prepares some prescriptions for dosing by the staff pharmacist after reviewing requirements for a specific patient. For example, health history and medical tests
- Operates automated systems that examine and identify prescription medications. This is to check for potential dangerous interactions with other medications already in the patient's system (e.g., DURScript)
- Answers customer questions and gives customers advice on how to take their medicines
- Performs clerical tasks and those associated with the maintenance of the pharmacy. This is in accordance with designated procedures (e.g., clean and stock shelves, prepare incoming shipments)
- Serves as a member of a team that provides pharmaceutical care to patients with special needs (e.g., geriatric or pediatric population)
- Gathers and prepares patients' basic medical records after patients are discharged, and receives follow-up calls from physicians and other health care providers. This is to provide pharmacies with the information needed to fill prescriptions.