

## JOB DESCRIPTION

**Job Title:** Order Entry Clerk  
**Location:** Miramar, Florida  
**Reports To:** Order Entry Supervisor  
**FLSA Status:** Non-Exempt

### SUMMARY

This position assists pharmacists in entering medication orders into the computer

### PRINCIPLE RESPONSIBILITIES

Triage telephone inquiries; provide customer service to facilities  
Enter new admissions into the computer in a timely manner  
Refill standing orders accordingly  
Coordinate insurance/ billing dept. for order  
Assist other pharmacy technicians  
Maintain a clean work station during and before the end of each shift  
Other duties that arise during employment

### EDUCATION/EXPERIENCE

**Clear and Active Florida Pharmacy Technician Registration Required  
PTCB certification preferred.**

Minimum 2 years prior Pharmacy Technician experience in order entry preferred.  
Ability to work as a Pharmacy team member.  
Good communication skills.  
Knowledge of basic pharmacy order entry practices and procedures preferred.  
Knowledge of Pharmacy medications and medical supplies preferred.  
Strong mathematical computation skills preferred.  
Knowledge of record-keeping techniques preferred.  
Attention to detail.  
Problem solving skills.  
Accurate typing skills.  
Basic understanding of computer technology.

### PHYSICAL DEMANDS

Requires sitting, standing and occasional light lifting

I confirm that I meet or exceed the educational and experience requirements set forth herein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date