

POSITION DESCRIPTION

JOB TITLE: PHARMACY BILLING SPECIALIST

REPORTS TO: BILLING SUPERVISOR

PURPOSE: This position will be responsible for the timely and accurate performance of billing entry of all product orders received to customer facilities by Pharmakon LTC Pharmacy.

ESSENTIAL POSITION RESPONSIBILITIES:

- Timely implementation of new computer system procedures and new facilities.
- Perform all billing entry operations
- Interact with pharmacists and other pharmacy personnel both directly and over the telephone
- Process all phases of billing operations
- Additional duties as assigned by Billing Supervisor

DECISION MAKING AUTHORITY:

- Ability to prioritize

MINIMUM EDUCATIONAL REQUIREMENTS:

- High school diploma or equivalent
- Pharmacy Technician License or Technician in Training License

PREFERRED EXPERIENCE:

- Previous prodigy experience – minimum of two years
- Previous computer experience
- Previous pharmacy or medical background

OTHER SKILLS:

- Math aptitude that includes the ability to convert liquid and solid medication dosages
- Demonstrate excellent organizational, motivational and effective communication skills

OTHER SKILLS CONTINUED:

- Proven experience in diagnosing problems and developing solutions to increase department productivity
- Visual ability to examine a large volume of documents
- Excellent verbal and written communication skills required
- Must interact well with others and be a team player
- Must have the ability to organize work load with minimal supervision

DISCLAIMER: The information contained within this position description indicates the general nature and level of work performance by employees within the classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

*** The above job description is a general description of duties expected. There may be additional responsibilities and tasks added at any time.**