



Offering primary healthcare services to those of all ages who are without health insurance or covered by Medicaid or Medicare

Medication Assistance Coordinator

Part-Time/Hourly (28 hours/week)

Competitive pay; based on experience and knowledge

Hours: Monday-Thursday 8:00 am-3:30 pm, 30-minute lunch

The Medication Assistance Coordinator (MAC) is responsible for all functions related to the procurement and tracking of free or low-cost medications for qualifying patients, within and outside the clinic. The MAC also supports pharmacy services by ordering/stocking, assembling, and distributing medications.

Education & Experience Requirements, Knowledge, Skills and Abilities

- High School Diploma or Graduation Equivalency Degree (GED) required
- Licensed pharmacy technician certificate required
- Proficient with Microsoft Outlook, Word, Excel
- Be detail oriented, professional, organized, dependable, have the ability to work under pressure, multitask, problem solve, think critically, be a team player, manage time wisely, and exhibit a professional and friendly manner with coworkers and patients in order to ensure superior customer service

Duties

- Assist in the pharmacy with inventory and organizing medications for the pharmacist to dispense
- Assist pharmacist in filling prescriptions in line with Board of Pharmacy Regulations
- Order and maintain drug inventory for the pharmacy
- Liaison to RxPartnership (RxP) and pharmaceutical companies, which includes maintaining records and handling all reports and audits associated with these entities
- Complete refill requests for patients which includes ensuring patients' medications are being filled, patients are picking up their prescriptions, and keeping records of prescriptions not being picked up
- Obtain medicines through the Patient Assistance Programs (PAP) of pharmaceutical companies
- Work with providers to determine the most appropriate source for free or low-cost medicines
- Assist the patient directly or through referral in understanding the directions for taking the medicines and in finding needed health or human services
- Maintain communication with physician offices and other referral sources
- Assist patients with completing Medicaid applications, track Medicaid data for reporting purposes
- Other duties as assigned by the Executive Director, Practice Manager, or Pharmacist in Charge

Submit Resume and References by email to slinkous@brockhughes.org

(resume and references MUST be emailed to the Executive Director, Stacey Linkous, in order to be considered for the position)

Deadline: Open Until Filled