



JOB DESCRIPTION PRESCRIPTION REFILL NURSE

REPORTS TO: Director of Nursing

EDUCATION & EXPERIENCE: Diploma from an Accredited Program of Nursing, current state license, current CPR certification

SKILLS: Teaching and communication skills, English/Spanish fluency preferred, computer and phone skills.
Good spelling skills, solid background in medical terminology and medication names and uses

PRIMARY DUTIES:

- enter refill request information into computer and route to appropriate physician
- call/fax pharmacies with refill approval information and enter information in the patient's Epic chart
- notify patients when prescriptions have been approved, denied, called in or is ready to be picked up
- refill prescriptions per standing orders

OTHER DUTIES:

- participate in patient education
- schedule appointment if indicated
- assist in the training of nurses in the refill process
- notify physicians when a change is made in the IPP or Medicaid preferred list
- other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- indoor setting
- shift length - 8 hours
- frequent use of computer
- frequent telephone usage
- continuous conversational communication
- extensive sitting and walking
- understand/carry out simple/detailed, oral/written instructions
- memorize and retain instructions
- read and interpret detailed specifications
- ability to teach patients/families regarding medication use

9/1/2022