



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-026

POSITION:	Pharmacy Assistant	OPENING DATE:	<u>07/07/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>07/18/2025</u>
SALARY:	\$20,860.32 P/A		
PAY LEVEL:	01/05		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Outpatient Pharmacy, Rota Health Center, Commonwealth Healthcare Corporation, Rota		

NATURE OF WORK

The Pharmacy Assistant plays a crucial role in supporting pharmacists and pharmacy technicians and ensuring the smooth operation of the pharmacy. This position involves a combination of administrative tasks, customer service and basic pharmacy duties. The Pharmacy Assistant works under the general supervision of the Outpatient Pharmacy Manager and under the direct supervision of the Resident Director and does not perform duties that can legally be performed by a Registered Pharmacist.

DUTIES:

1. Process prescription and handle completed orders per providers request, pharmacist request, or prearranged work assignment according to established policies, procedures, and protocols.

- Work the registers at Outpatient Pharmacy.
- Take prescription for customers, verify patient information, and ensure adherence to legal requirements.
- Handle completed orders to customers.
- Ring up over the counter (OTC) and medical prescription (Rx) sales for customers.
- Evaluates account and prepares adjustments to refund payments and correct discrepancies as necessary.
- Maintains and applies knowledge of current requirements relating to Medicare, Medicaid and other third-party insurances.
- Addresses insurance, reimbursement, and payment issues as appropriate by communication with insurance, providers, patients, and pharmacy staff.
- Maintains accurate records of outstanding claims and/or past due balances.
- Verifies benefits and eligibility and submits prior authorization as needed.
- Maintain correct patient records.
- Identifies and assists patients who may qualify for patient assistance programs or copay assistance.
- Protect patient confidentiality, according to HIPAA guidelines.

2. Maintains adequate stock of medications and supplies according to established policies and procedures.

- Receives and record shipments to the pharmacy.
- Performs in receiving, unpacking, and storing medications and supplies in appropriate locations.
- Rotates stock to ensure use before expiration date.
- Identifies and replaces outdated and unusable medications.
- Restocks medication accurately within specified time periods.

3. Contributes to the effective operation of the department

- Ensure customers are happy and served in a quick manner as part of CHCC's customer service goal.
- Answers the telephone, identifying self and department.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Directs calls to appropriate personnel.
- Answers customers' requests at the window and provides good customer service.
- Organizes and prioritizes work assignments given.
- Maintains logs, records, and other required documentation accurately.
- Files documentation in appropriate locations.
- Demonstrates good oral and written communication.
- Keeps the pharmacy areas clean, neat, and well-organized.
- Keeps pharmacy equipment clean.

4. Participates in the quality improvement activities of the department.

- Completes and documents all assigned medication storage area inspections at least monthly.
- Identifies and replaces outdated and unusable medications.
- Participates and supports department initiatives, meetings, and training of staff.

5. Maintains competence required for current job title/position.

- Attends pharmacy staff meetings.
- Participates in orientation, education, and training programs.
- Completes all competence/skills assessment requirements.
- Performs other related duties as assigned.

6. PHARMACY ASSISTANTS SHALL NOT PERFORM THE FOLLOWING FUNCTIONS AT ANY TIME:

- Consultation with the doctor regarding the patient and his/her prescription.
- Receipt of a verbal or telephone prescription other than refill approval or denial from a practitioner.
- Consultation with the patient regarding the prescription, both prior to and after the prescription filling and/or regarding any information contained in a patient medication record system.
- Interpretation and identification of the contents of the prescription document.
- Determination of the product required for the prescription.
- Extemporaneous compounding of the prescription whereby the accuracy, correct procedure, and preparation, and safety of pharmaceutical constituents cannot be verified by the pharmacist.
- Interpretation of data in a patient medication record system.
- Dispense prescriptions to patients.
- Final checks on all aspects of the completed prescription and assumption of the responsibility for the filled prescription, including but not limited to accuracy of the drug strength, the labeling, and the proper container provided that a pharmacy technician may perform specialized functions as approved by the Board.
- Any duty required by law, rule, or regulation to be performed only by a pharmacist.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent.

Experience: None.

KNOWLEDGE/SKILL/ABILITIES:

- Customer Service — Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Pharmacy Assistants work directly with customers in person and on the phone. Being friendly and approachable and willing to help are important traits in the job.
- Clerical Skills- Pharmacy Assistants restock supplies and keep accurate records of what materials are coming in and out of the pharmacy. In addition, they use different machines and applications in the pharmacy.
- Computer- Must be able to operate computer and other pharmacy software.
- Communication- Must have great listening and speaking skills.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

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OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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Note: Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.