**Medical Medicinary Lead:**

We are looking to hire a medicinary lead to be responsible for handling customer transactions, inventory and daily tasks to ensure the medicinary is maintained. You will be dispensing prescriptions written by our Naturopathic doctors for our patients. You will also be responsible for checking written prescriptions, as well as recording and verifying patient information while maintaining confidentiality and compliance with regulations.

In order to be a successful candidate, you must display excellent communication skills, attention to details and friendly demeanor. You must be comfortable with working in a fast-paced work environment, using multiple programs and multitasking.

**Responsibilities:**

* Accepting written prescriptions or refill requests from patients and evaluating information for completeness and accuracy.
* Recording transaction in the electronic health record, inventory program, and PMS while maintaining confidentiality and compliance with HIPAA regulations.
* Delivering quality customer service to patients, responding to inquiries, questions, or requests, and referring questions to the doctor for clarification and approval.
* Verifying the accuracy of patient information.
* Counting prescription supplements, filling prescriptions, and attaching medication labels.
* Performing inventory audits and purchasing supplies and supplements.
* Other duties as assigned.

**Requirements:**

* A high school diploma or equivalent.
* Excellent communication skills both written and verbal.
* Comfortable with computers.
* The ability to work in multiple programs at one time.
* Inventory management skills.
* Math skills for counting, measuring liquids and powders for medications.
* Strong organization skills
* Experience in a fast-paced work environment.
* Very detailed oriented.
* Position requires ability to stand and sit for long periods of times, with bending twisting throughout the day.
* Must be able to physically lift 30 pounds.

To apply send resume to jbell@yncnaturally.com