



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Patient Assistant- Pharmacy	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Lookout Mountain Community Services Pharmacy 1875 Fant Drive Fort Oglethorpe GA 30742	
GENERAL NATURE OF JOB DUTIES	
<p>Individual must be efficient at utilizing several specialized computer programs/systems in order to complete necessary functions of this position. Will be responsible for creating applications for Patient Assistance prescriptions, collecting income and other demographic information from individuals, coordination between external drug companies and internal LMCS customers. Communicates with external doctors to reconcile missing and/or needed information, in order to complete the refill approval process. Individual will also be responsible for receipt of medications and maintaining each individual's medication in a concise, and organized manner. Primary Work hours will be Monday- Friday 8 a.m. until 5 p.m. However, flexibility of schedule is a must.</p>	
MINIMUM QUALIFICATIONS	
<p>High School Diploma or GED, at least 21 years of age, and have three years of good driving history AND two years of general office or administrative experience. Must be able to perform multiple tasks in order for the pharmacy to run in an orderly and concise manner while maintaining good customer service skills.</p> <p>Preferred Qualifications: Experience and/or training in a fast paced pharmacy setting. Good computer and customer service skills.</p>	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;"> Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445 </p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</i></p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**