



Adjudication Technician

What You'll Do:

The Adjudication Technician will process new and refill prescription orders, resolve prescription discrepancies for fulfillment and billing, assist members with their prescription orders and answer their benefits questions, investigate claims, complete other administrative support tasks, such as reporting for pharmacy operations, and assist patients to get the prescriptions they need.

Qualifications:

- High school diploma or GED.
- At least six months experience working in a pharmacy completing prescription data entry tasks and having direct patient contact.
- One year of customer service in-bound call center experience where operational standard processes, technologies, and metrics were used in a related field to include employee benefits and/or pharmacy/prescription drugs, or similar experience preferred.
- Previous computer experience and basic MS Office Professional experience.
- An active and valid Certified Pharmacy Technician license, licensed through the Pharmacy Technician Certification Board (PTCB) that is in good standing with no restrictions.

Why Serve You Rx?

Serve You Rx offers generous benefits to include: medical, dental, vision, 401k, HSA, FSA, identity theft, and pet insurance), 16 days of paid time off in your first year, a newly remodeled and clean facility, easy on/off freeway access, plenty of free surface parking directly outside our facility doors, scenic walking trails, a wide variety of restaurants and shopping nearby, and food trucks in the park when weather permits.

Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to hr@serve-you-rx.com

The purpose of this document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list.