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DEPARTMENT OF HOSPITAL PHARMACY SERVICES

Date: NOV 2004

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ORGANIZATION: Pharmacy Information Systems Technical Specialist

Responsibility

Is responsible for updating and maintenance of multiple pharmacy system databases, pharmacy system hardware maintenance, resolution of departmental charge issues and responding to audits from hospital patient accounts and University auditors within the pharmacy information system. Provides professional advice to system users including faculty and staff.

Duties and Responsibilities:

1. Responsible for database management in multiple programs within the pharmacy system.
2. Responsible for pricing updates in the pharmacy information system to correspond with new contract information as it becomes available.
3. Maintains and inventories pharmacy system hardware.
4. Contact with telecommunications for departmental system requirements.
5. Assumes responsibility for responding to patient accounts regarding patient billing issues.
6. Assumes responsibility for responding to University audits when required.
7. Maintains reports specific to database issues.
8. Serves as a resource for informational inquires regarding all technical aspects of the pharmacy information system.
9. Coordinates data collection on system performance issues.
10. Coordinates clinical data management
11. Provide support to clinical faculty for research activities and data retrieval.
12. Provide professional advice to faculty and staff regarding optimum use of system capabilities.

Minimum Education and Work Experience:

A minimum of a bachelor's degree in a computer science field. Experience with hospital pharmacy information systems, hospital information systems and financial systems is required.

Approved:

Director

Date:
