

Hutchinson Clinic  
Structured Compensation - Job Description  
**Pyxis Inventory Technician I**

Prepared on: 1/2/2008

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Department:	Accounting Department	Grade:	5
Reports To:	Accounting Department	Classification:	Non-Exempt
Supervises:	Direct: 0          Indirect: 0		
Approved By:		Effective Date:	1/12/2006
		Revised Date:	8/10/2006

Role:

Work with the Accounting Department to keep the Oncology Pyxis Station running in an efficient manner. Back-up Pyxis Inventory Technician II

Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

- |     |  |   |
|-----|--|---|
| 25% | Responsible for operating and maintaining the Pyxis Station. Pull requested drugs for the oncology Nursing staff as requested from their mix log. Charge tickets will need to be compared to the mix log for accuracy. Report discrepancies on inventory and corrections made on tickets to the CFO. | E |
| 25% | Responsible for ordering, receiving and verifying orders needed to maintain required inventory.  | E |
| 20% | Perform a daily inventory count on drugs in the Pyxis machine.   | E |
| 10% | Work with the CFO and other Clinic employees to ensure correct billing of the patients accounts.   | E |
| 5%  | Work at the satellite clinics as deemed necessary.   | E |
| 5%  | Work with other members of the Accounting Department in order to keep invoices processed in a timely manner.   | E |
| 5%  | Maintain inventory control for specified drugs in various areas of the Clinic.   | E |
| 5%  | Perform related work as required.  | N |

Expectations:

1. Be as accurate as possible in all duties.
2. Hold financial matters of the Clinic in the strictest confidence.
3. Help out with department workload as needed.
4. Observe all clinic policies and guidelines.
5. Be courteous and professional in dealings with physicians and Clinic staff.

Knowledge and Skills:

Experience:	Up to six months of similar or related experience.
Education:	Equivalent to a high school education.
Interpersonal Skills:	Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
Other Skills:	Requires sitting for long periods of time and working in an office environment. Some bending

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and stretching is required; will be required to lift and carry boxes of 10-20lbs. Use of telephone is required; manual dexterity required for use of computer keyboard.

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**

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