Clerical and Data Management
for the Pharmacy Technician

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Competency with pharmacy management software is essential for the pharmacy technician. *Clerical and Data Management for the Pharmacy Technician* covers all operations of pharmacy, from entering prescription data to third party insurance billing. Through its step-by-step approach and numerous screenshots, you will easily learn how to enter customer and inventory data into a pharmacy computer system. With coverage of topics such as entering patient information, insurance information, and prescriptions to running reports, you will be prepared for the day-to-day operations of any type of pharmacy. Examples of forms, prescriptions, and invoices can all be found within this resource. *Clerical and Data Management for the Pharmacy Technician* ensures that you are trained for the proper clerical processes required in the real world.

Features:

- Step-by-step instructions with corresponding screen images make it easy to learn how to enter information in the computer system.
- Exercises are included in each chapter to practice performing various functions.
- Each chapter contains an explanation of where and how the information is obtained, as well as the importance of coordinating all information with the pharmacist.
- ApotheSoft-Rx© pharmacy management software is introduced to teach computer data and inventory management skills. A **trial version** of the ApotheSoft-Rx© software is included with the book.

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Also Available from Delmar Cengage Learning:

Delmar / *Virtual Pharmacy Externship for Technicians*
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978-1-111-30997-8 (Online)

Delmar / *Flashcards for the Pharmacy Technician*
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