

## **Diabetic Shoe Fitter Job Description**

<b>Name:</b>		<b>Department:</b>	Pharmacy
<b>Title:</b>	Diabetic Shoe Fitter	<b>FLSA:</b>	Non-Exempt
<b>Date:</b>		<b>Reports To:</b>	Pharmacy Manager

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### **PURPOSE OF POSITION**

Under regular supervision of a pharmacist, prepares patient for diabetic shoe fittings by obtaining appropriate documentation, meeting with the patient and completing foot exam and all necessary things to order the appropriate shoe in the appropriate time frame. Ensures customer satisfaction by handling each customer in a professional, courteous, and helpful manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Follows company policies and procedures including register performance, security issues, and confidentiality.
2. Completes all the job functions of a certified technician, pharmacist, or student pharmacist depending upon position within the company.
3. Provide paperwork to patient, provide appropriate training, obtains appropriate signatures.
4. Accesses, inputs, and retrieves patient and prescription information into and from the computer and successfully, efficiently, and accurately bills insurance.
5. Sometimes protective wear may be needed, which will be supplied to every individual. Each individual is responsible for preparing themselves for the job.
6. Retrieves and files pharmacy prescriptions in the appropriate files.
7. Assists patients and customers by greeting customers, offering assistance, completing sales, receiving payments, and providing other services requested by customers. Refers the patient to the pharmacist for any medical questions.
8. Complete Dr. Comfort training and receive certificate
9. Learn Medicare rules regarding billing and selling DMEPOS products to patients
10. Maintains regular and punctual attendance. Develops courteous and professional relationships with patients, customers, and co-workers.
11. Works with pharmacist to ensure proper Medicare DMEPOS paperwork is complete, provide appropriate product to the customer, maintains patient files and maintain accurate billing records.
12. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must have a valid driver's license and current car insurance coverage.*

## **EDUCATION and/or EXPERIENCE**

High school diploma or GED; strong science background; knowledge of the metric system and good math skills; familiarity with pharmacy terminology, pharmacy technician certification or pharmacist license required, and certificate as a current diabetic shoe fitter.

## **LANGUAGE ABILITY**

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **COGNITIVE DEMANDS**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle; reach with hands and arms; and talk or hear. The employee is occasionally

required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

## **ENVIRONMENTAL ADAPTABILITY**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pharmacy technicians work in clean, well-lighted, and well-ventilated areas. They may spend most of the workday on their feet. Technicians may work evenings, nights, weekends, and holidays. This includes a normal “core” of working hours, but also includes being available in the event of crises, or other emergencies or functions outside the normal “core” hours. The position may include stress due to pressures with dealing with a number of different personalities where patience is required. Frequent work interruptions may occur as well.

## **Training**

A training module will be provided upon hire. Continual competency and performance checks will occur with a more formal annual review.

## **ACKNOWLEDGEMENT**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, GRX Holdings, LLC reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by GRX Holdings, LLC. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and GRX Holdings, LLC has a similar right.*

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Employee’s Signature

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Date

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Supervisor Signature

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Date

*GRX Holdings, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GRX Holdings, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with GRX Holdings, LLC.*

*Last Updated August 3, 2017*