At Saban we believe in the employee experience, and know you are the heart of our business! Work shouldn’t consume your life, we believe in **Work-Life-Balance** and strive for **flexibility** through various **company perks**.

**Benefits and Perks:**

- Free Medical coverage options – We cover all out of pocket expenses!
- Chiropractor/Acupuncture covered at 100% in-network
- HMO and PPO Dental coverage options
- Vision
- Weekend Shift Differential Pay
- 403(b) retirement plans with employer matching
- Generous paid time off including 1-Week Holiday closure for Christmas & New Years!
- Competitive Wages & Annual Merit Increase

**Must have experience with insurance billing and speak Spanish.**

**Position is full time and pay is** $19/hr

**Position is located in Hollywood at 5205 Melrose Ave, 90038**

**Duties and Responsibilities:**

- Enter prescription information accurately from written prescription orders into the computer.
- Obtain clarifications on prescriptions/orders from prescribers/clinicians when needed.
- Initiate Patients Assistance Programs (PAPs) applications for appropriate medications. Enter information accurately into the data base system. Verify that all patients information is correct complete.
- Stocking medications accurately and performing inventory check whenever required.
- Solicit samples from pharmaceutical companies.
- Participate and assist the pharmacist in the expired medication process (pulling out expired meds every month and segregate those meds from regular inventory) to ensure timely submission.
- Handle patients’ complaints or concerns in a professional manner. Refer patient to appropriate management staff for handling or resolution of issues.

**Position Requirements:**

- Current Certification by the State as a Pharmacy Technician required.
- **Must have experience with insurance billing**
- Working knowledge of Microsoft Word and excel required.
- Two years prior experience in a similar position highly preferred.
• Demonstrated ability to work under minimum supervision, self-starter, reliable and dependable.
• **Fluency in written and spoken Spanish required**
• Demonstrated ability to respond with sensitivity to people of diverse cultures and various lifestyles

**About Us:**

The Saban Community Clinic was founded in 1967 on the principle that healthcare is a right, not a privilege. It is our mission to provide affordable quality Whole Person Care to everyone regardless of income or immigration status in a caring environment. This includes medical, behavioral health and dental care.

Saban Community Clinic values the diversity of the people it hires and serves. Diversity at Saban means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, gender identity, sexual orientation or disability.

Our impact continues to grow. Come join our dynamic team to help build healthier communities and make a difference in our patients' lives!