

Online Pharmacy Technician Course

400 Hours / 12 Months

Course Description

Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship.

Prerequisites

There are no prerequisites to enroll in this course, however in order to sit for the national certification exam, you must complete a PTCB-Recognized Education program or have equivalent work experience; this course is recognized by the Pharmacy Technician Certification Board (PTCB). Click here for additional information about equivalent work experience.

To participate in the retail externships, you must apply and fulfill all state and local pharmacy requirements. This will include a background check and drug test. There is no guarantee for externship placement.

What You Will Learn

- The federal and state laws that govern pharmacy, as well as the ethics of pharmacy practice.
- HIPAA requirements and their application to pharmacy.
- How to interpret physician orders and prescriptions.
- Techniques required to order, stock, package, prepare, and distribute medications.
- Definitions of medical and pharmaceutical terms and common abbreviations.
- The pharmacology of medications in relation to the anatomy affected.
- How to perform pharmaceutical calculations.
- How to process insurance billing and collect payments.
- How to communicate successfully with patients and medical professionals.

Hardware Requirements

- This course can be taken on either a PC or Mac.

Software Requirements

- PC: Windows 8 or newer.
- Mac: OS X Snow Leopard 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader. [Click here](#) to download.
- Software must be installed and fully operational before the course begins.

Other

- Email capabilities and access to a personal email account.

Course Outline

MODULE	TOPICS COVERED	
1: Orientation to Pharmacy	<ul style="list-style-type: none"> • History • Foundations and Roles • Reference Materials • Terminology Words and Abbreviations 	<ul style="list-style-type: none"> • Terminology – Body Systems • Community Pharmacy • Hospital Pharmacy • Advanced Pharmacy Environments
2: Pharmacy Law and Ethics	<ul style="list-style-type: none"> • Introduction to Law • Liability • Ethics • Federal Regulations • Controlled Substances 	<ul style="list-style-type: none"> • HIPAA • Safety Laws • State Laws • State Boards of Pharmacy
3: Pharmaceutical Calculations	<ul style="list-style-type: none"> • Number Systems • Math Skills Review • Dosage Calculations • Percentage of Error • Business Math • Dilutions and Concentrations 	<ul style="list-style-type: none"> • Oral Medications and Reconstitutions • Parenteral Doses • Intravenous Flow Rates • Pediatric Doses
4: Pharmacology I: Basics and Specific Populations	<ul style="list-style-type: none"> • Legislation and Regulation • Sources and Forms • Biopharmaceutics • Pregnancy and Lactation 	<ul style="list-style-type: none"> • Pediatric Patients • Geriatric Patients • Misused/Abused Drugs
5: Pharmacology II: Body Systems – Neurological	<ul style="list-style-type: none"> • Antidepressants/Antipsychotics • Antianxiety/Hypnotics • Autonomic Nervous System 	<ul style="list-style-type: none"> • Parkinson's/Alzheimer's • Seizures • Anesthetics
6: Pharmacology III – Body Systems – Muscles, Heart, Lungs	<ul style="list-style-type: none"> • Musculoskeletal • Cardiovascular • Hypertensives/Cholesterol • Diuretics 	<ul style="list-style-type: none"> • Anticoagulants • Respiratory/Allergies • Gastrointestinal
7: Pharmacology IV: Multi-body Systems	<ul style="list-style-type: none"> • Hormones – Endocrine • Hormones – Reproductive • Vitamins, Minerals, and Nutritional • Antineoplastic 	<ul style="list-style-type: none"> • Analgesics • Anti-Infective/Antibacterial • Antivirals/Antifungals
8: Communication Skills and Billing	<ul style="list-style-type: none"> • Computers • Communications • Financial Management 	<ul style="list-style-type: none"> • Insurance • Billing and Collections • Inventory Control
9: Lab Practice I	<ul style="list-style-type: none"> • Retail 	
10: Lab Practice II	<ul style="list-style-type: none"> • Hospital 	