

## **Tiffany A. Rudisill**

1105 East 11<sup>th</sup> Avenue Apartment 4

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### **Education:**

- High School Diploma (Homer High school in Homer, Alaska)
- Sheldon Jackson Collage, Sitka, Alaska
- National Pharmacy Technician Certification (CPht)

### **Skills & Abilities:**

- Type 60 WPM and 7000 KPH
- Well versed in Microsoft Office Suite; Word, Excel, Power Point and Outlook
- Experienced with Epic, EHR, Lawson, RPMS, Pickpoint, Pyxis and McKesson software systems

### **Work Experience:**

#### ***Clinical Pharmacy Technician I***

***May 2017 to December 2020***

#### **Providence Medical Group Primary Care Clinic, Anchorage, Alaska 99508**

Primary responsibility was to preform medication reconciliations and history for all new patients to the clinic. Other responsibilities were to assist providers finding alternative medications that are covered under the patient's insurance plan and to help resolve pharmacy insurance questions and concerns. Managing the clinics medication stock, setting par levels, inventory and cost control, preforming outdate checks and preforming sterile preparations for clinic administered medications as needed were also part of my duties. I also assisted the clinical pharmacist with diabetes and anticoagulant management for clinic patients. Managing the Opioid committee; ensuring providers had up to date information and reporting from our EHR.

#### ***Lead Pharmacy Technician II and Purchaser***

***May 2009 to August 2016***

#### **Southeast Alaska Regional Health Consortium, 222 Tongass Drive, Sitka, Alaska 99835**

I was responsible for the day to day tasks of 8 pharmacy technicians ensuring that all of our required work was done in a timely manner and prioritized correctly. I was in charge of making the technician schedule, training new technicians, setting up new Pickpoint machines in village clinics, interviewing possible new hires. I also worked directly with village providers to supply medicine to the clinics, setting par levels, inventory management and troubleshooting issues when the Pickpoint system was not functioning properly. As the purchaser I managed the daily ordering of all medicine, setting par levels, managing shortage items, specialty item ordering, managing recalled medicine and managing department orders that we processed.

#### ***Medicare Biller***

***October 2007 to May 2009***

#### **Southeast Alaska Regional Health Consortium, 222 Tongass Drive, Sitka, Alaska 99835**

Medicare billers were responsible for processing daily claims in a timely manner, auditing rejected claims for resubmission, auditing claims for CMS inspections, payment processing and helping customers with their questions and concerns.