Quick Reference Guide: Pharmacy Technician Responsibilities

Updated 5/7/2026

Responsibility	Trainee	Registered	Certified
1. Accepting new written, faxed or electronic prescription orders from a prescriber or a prescriber's agent.	Yes	Yes	Yes
2. Accepting new verbal prescription orders, including refill authorizations, for non-controlled drugs from a prescriber or a prescriber's agent.*	No	No	Yes
3. Entering information into and retrieving information from a database or patient profile.	Yes	Yes	Yes
4. Preparing and affixing labels.	Yes	Yes	Yes
5. Stocking dangerous drugs and retrieving those drugs from inventory.	Yes	Yes	Yes
6. Counting and pouring dangerous drugs into containers.	Yes	Yes	Yes
7. Placing dangerous drugs into containers prior to dispensing by a pharmacist.	Yes	Yes	Yes
8. Performing non-sterile drug compounding.+	Yes	Yes	Yes
9. Performing sterile drug compounding.@	Yes	Yes	Yes

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10. Packaging and selling a dangerous drug to a patient or patient representative.	Yes	Yes	Yes
11. Sending or receiving electronic prescriptions between pharmacies accessing the same prescription records in a centralized database or pharmacy computers linked in any other manner.	Yes	Yes	Yes
12. Stocking automated drug dispensing units, floor stock and crash carts at a location licensed as a terminal distributor of dangerous drugs.	Yes[#]	Yes	Yes
13. Requesting refill authorizations for dangerous drugs from a prescriber or prescriber's agent, so long as there is no change from the original prescription.	No	Yes	Yes
14. Sending or receiving copies of non-controlled prescriptions (i.e. prescription transfers).*	No	No	Yes
15. Contacting a prescriber or prescriber's agent to obtain clarification for a prescription order if the clarification does not require the exercise of professional judgment.	No	No	Yes
16. Performing diagnostic laboratory testing pursuant to rule 4729:3-3-05 of the Administrative Code.	No	No	Yes
17. Administering Immunizations**	No	Yes	Yes

* Subject to additional restrictions. See rule 4729:3-3-04 for more information.

**See the following Board guidance documents:

- Immunizations by Registered or Certified Pharmacy Technicians

+ Requires additional site-specific training. See rules 4729:3-3-04, 4729:3-3-03 and 4729:3-3-01 for more information.

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Authorized via Board resolution.