

PATHIK PATEL

Oshawa, ON

✉ Pathik576@gmail.com | ☎ 249-591-3077

Professional Experience

Pharmacy Assistant

Rexall – North Bay, ON

October 2022 – August 2023

Rexall – Oshawa, ON

September 2023 – Present

- Manage billings by calculating, recording, and issuing charges while coordinating with insurance providers and third-party payers.
- Complete all aspects of data entry and prescription workflow using **PropelRx** software.
- Perform **batch billing** for multiple patients and coordinate with third-party payers to ensure accuracy.
- Prepare and check **blister/compliance packaging** for patients, ensuring correct dosage and labeling.
- Maintain prescription and non-prescription inventory, including stock rotation and expired product management.
- Coordinate compliance packaging and oversee pharmacy ordering to ensure accurate and timely supply.
- Maintain a safe and clean pharmacy environment in compliance with **Ontario College of Pharmacists** standards.

Pharmacy Assistant (Part-Time)

Oshawa Discount Pharmacy – Oshawa, ON

December 2024 – March 2025

- Entered and processed prescriptions using **Phileware software** to ensure accuracy and efficiency.
- Performed **batch billing** for multiple patients, resolving issues with insurance providers when necessary.
- Prepared and organized **blister/compliance packaging**, ensuring timely and accurate delivery.
- Assisted pharmacists with patient counseling and explained medication usage, dosage, and side effects where appropriate.
- Managed third-party insurance billing and resolved claim issues with providers.
- Maintained and rotated stock, checked expiry dates, and ensured compliance with storage and safety standards.
- Coordinated prescription refills and followed up with patients and doctors' offices for renewals.
- Provided friendly and professional customer service at the counter and over the phone.

Education

Bachelor of Pharmacy (B.Pharm) – 7.51 CGPA

A-One Pharmacy College, Gujarat Technological University – Ahmedabad, Gujarat (2017 – 2021)

Healthcare Administration (Diploma) – 3.63 GPA

Canadore College – North Bay, ON (2022 – 2023)

Pharmaceutical Science (Diploma) – 3.5 GPA (2023 - 2024)

Durham College – Oshawa, ON

Skills

- Pharmacy Operations & Workflow
- Insurance & Third-Party Billing / **Batch Billing**
- Prescription Data Entry (**PropelRx & Phileware**)
- Inventory Management & Compliance Packaging / **Blister Packs**
- Patient Support & Customer Service
- Fast-Paced Environment Experience