

**Position Description
Allegro Pediatrics**

HEALTH CARE INTERN

Position Purpose:

To provide assistance and support to all members of the care team with a focus on meeting needs for patients between visits and on demand support for patients in clinic as needed. Primary responsibility to perform back office clerical duties with addition of a specific set of clinical support duties as needed. This is a seasonal staff position that is part of the Pre-Professional Shadow program that combines pre-professional students with provider shadowing opportunities during a time of high seasonal paperwork demands. Each day will typically include 2 hours of unpaid provider or nurse shadow time, as appropriate, and 6 hours of paid staff working time.

Health Care Interns must possess a positive attitude, be a self-starter, readily anticipate needs, understand general patient flow, committed to customer service, and thrive in a fast-paced environment with a desire to serve and support in all areas as needed. Since this position assists and supports every member of the care team, a strong, positive working relationship with staff and providers at all levels is a necessity. Health Care Interns are expected to perform all duties in an exemplary fashion.

Reporting Relationship:

This position will report to the Clinic Manager where the specific position is based.

Responsibilities include, but are not limited to:

- Prepare patient forms for provider or nurse signature
- Prepare and verify that developmental and/or behavioral screening forms are available for provider review
- Prepare templated letters for provider signature
- Support retrieval of outside medical records during appointments
- Support other clerical back office responsibilities as needed
- Call patients with normal results, form or prescription pick-up and other non-clinical advice related needs
- Data entry within EHR of specific historical data (i.e., Patient face sheet)
- Basic knowledge and technical proficiency in use of software applications
- Navigate EHR system easily with a general understanding of where to find information
- Perform basic front office duties (i.e. faxing, copying, stocking supplies)
- May function as liaison between front and back office
- May function as back office point of contact for providers
- May perform other duties as assigned by clinic manager
- Must attend 80% of all monthly staff meetings
- Must complete all yearly mandatory online trainings
- Must work in any/all Allegro Pediatrics' clinics as needed
- Must work a minimum of 30 hours per week on average

Qualifications:

- Must be enrolled in, or have completed, a pre-med or nursing course of study at an accredited college or university
- Must be available for 5 days a week through the end of August, with a minimum of 10 weeks of availability over a typical 12 week period during the summer months. The summer months include June-September depending upon academic calendar limitations. Availability to mid-September preferred.