



## Intern Job Description

Intern Position Title: Patient Care Services Intern

Purpose/objective: The Patient Care Services Intern will help with scheduling imaging and specialty referrals with doctors' offices. This is a non- paid position.

Location: Open Door Clinic within UMWC 1390 Capital Blvd. Raleigh, NC 27603

Key responsibilities: (Include, but are not limited to)

1. Process medical specialty referrals by coordinating eligibility, appointments, medical records and treatment process with patients and outside medical resources.
2. Prepare patient letters, including routine follow-up and lab results
3. Scan, properly name, and upload documents into patient's Electronic Medical Records (EMR)
4. Support the clinical team, assisting with other essential tasks as needed

Skills & Interests: Health Care Management

Time commitment: Assigned 2-3 regular shifts per week

Schedule: Available shifts are between the hours of Monday–Friday 9am–5pm

Training/support provided: Training will be conducted during the first several shifts. Staff will always be around for support.

Benefits: Gain experience with advocating for patients for their healthcare needs.

Intern Supervisor: Case Management Department Manager