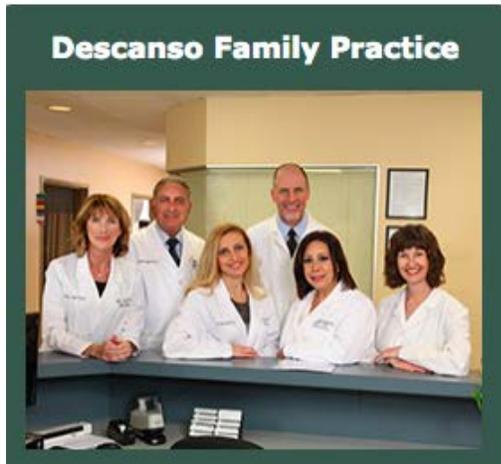


Externship opportunity for Health Occupation Students



Family Medicine Center
801 S. Chevy Chase Dr., Suite 230, Glendale, CA 91205
M-Th: 8:00 am – 5:00 pm; Fri: 8:00- 12:00 pm

1. Front Reception (1 intern – will float between Reception and UR)

- * separate insurance eligibility forms for next day – based on insurance types
- * assist in verifying eligibility -Will be determined
- * scanning HIPPA, Demo, etc. – will be determined
- * printing “Add ons” in schedule
- * Prepare New Patient bags
- * Clean out filing folders for patient pick up forms (discard anything over 3 months)
- * Clean out NP eligibility/charge tickets in alphabetizer
- * Make copies of forms (staying healthy, PHQ9’s, etc. whatever is needed)
- * Organize waiting rooms - magazines, pick up trash on floors
- * Read to children - Reach out and read program
- * assist patients in completing forms
- * assist in recycling all paper (pull in blue bins)

2. Nursing department (Kate will delegate where to be placed) (1 intern)

- * assist in scanning Staying healthy forms and PHQ9’s
- * assist in cleaning patient rooms “Black flags” after each use (unless a procedure with blood/bodily fluids were done)
- * assist in cleaning rooms after am/pm shifts end: wipe down exam tables and stirrups with SaniWipes, wipe down counters, organize counter tops. (No bodily fluid clean up)
- * stock rooms (see Kate for list)

- * assist patients with forms
- * assist wheelchair bound patients
- * assist in recycling all paper (pull in blue bins)
- * update address in EMR (returned mail)
- * assist in vitaling patients (height, weight, temp – noninvasive tasks)

3. UR department

- * assist with UR logs
- * Adding recalls
- * retrieve missing reports from specialists' office
- * scanning documents

4. Medical Records (2 interns)

- * fax medical record release forms
- * route documents to patient's chart
- * review medical records received

Descanso Family Practice
1818 Verdugo Blvd., Suite 200, Glendale, CA 91208
M-Th: 8:00 am – 5:00 pm; Fri: 7:00 am- 4:00 pm

5. The intern will rotate through Reception, UR and Nursing (2interns)

Requirements:

Must be enrolled in the Health Occupation courses at Los Angeles Mission College. Externship hours: At least 5 hours per week for 10 weeks (max. absences allowed 5 hours).

The students will be assigned to these sites while enrolled in the Health Occupation courses by the Allied Health Office. Students must wear their LAMC scrubs and ID.



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Office of Allied Health

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