

## **INTERNSHIP OPPORTUNITY – Health Information Management**

The intern will gain experience in health information management, developing and enhancing the skills of acquiring, analyzing and protecting digital and traditional medical information vital to providing quality patient care, and an awareness of the health care delivery system in rural areas.

### **RESPONSIBILITIES:**

- Assisting staff with processing charts, documents, and forms
- Assisting patients with registration forms
- Medical records scanning, archiving, and filing
- Data management
- Interacting with community partners
- Opportunities for observation on Mobile Dental Unit and Mobile Health and Wellness unit

### **EXPERIENCE AND QUALIFICATIONS:**

- Undergraduate or Graduate student in Health Information Management, Health Sciences, Health Administration, Public Health, or related discipline
- Willingness to work in a non-traditional clinic which includes working on the Mobile Dental Unit or with portable dental equipment
- Must understand patient confidentiality and HIPAA policies
- Must possess excellent written and verbal communication skills
- Ability to work independently
- Ability to speak in front of small groups
- Familiarity with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher) and REDCap
- Ability to travel to other counties within the service area

- Possess the desire to work with diverse groups
- Preference will be given to applicants with medical and dental software experience

**ADDITIONAL INFORMATION:**

- Adherence to departmental rules and procedures must be followed; dress code, promptness, dependability, and professionalism.
- All internships are located at the Institute for Rural Health in Academic Complex 200. Transportation needs are the responsibility of the intern.

**DURATION:**

- Student must be available 15-30 hours per week for a semester.

**CONTACT:**

E-mail your application, transcript, and letter of interest to the Office Coordinator at [sherra.coulter@wku.edu](mailto:sherra.coulter@wku.edu). Upon receipt of your materials, you will receive a confirmation e-mail. If selected for an interview, you will be contacted promptly. To learn more about our services, please visit our website at [www.wku.edu/irh](http://www.wku.edu/irh).