



Carondelet. **Be well.**

Carondelet St. Mary's Hospital

Patient Portal Internship

Requirements/Minimum Qualifications:

- In good academic standing (3.0+ GPA)
- Junior standing at an accredited university, in a health care-related field of study.
- Must interview with Service Excellence Manager and Clinical Informatics Director (**must provide resume and 2 letters of recommendation via email before interview is scheduled**).
- If selected, be willing to complete the volunteer application process (includes attending hospital orientation, obtaining hospital badge, background check, TB test, etc.). This process must be completed prior to the start of the semester in which the internship hours would be served.
- Proficiency in Microsoft applications (Word, Power Point, and Excel) and typing skills.
- Ability to navigate iPad technology
- A strong desire to work with patients, visitors, hospital staff, and physicians

Attitudinal Aspects:

- Excellent communication/people skills, independent/responsible, reliable, ability to multi-task
- Ability to contribute to positive, caring, and respectful work environment
- Support and fulfill Mission of Carondelet Health Network

Description of Internship Duties/Responsibilities/Opportunities:

- Intern will report to the Clinical Informatics Director. The main goal of the internship is to provide coverage to the patient care units, visiting patients/families who desire portal access.
- Intern must be available a minimum of 2 days a week, 6 hours each day, during the hours of 0900-1700, Monday through Friday. It would be ideal for the intern to start as a volunteer during the month of April so that they can receive training from the outgoing interns.
- Intern will maintain logs of patients contacted and track those successfully enrolled in the Carondelet Patient Portal. Monthly reports of totals will be supplied to the Clinical Informatics Director.
- If all patient portal duties fulfilled, may be asked to assist/support Service Excellence initiatives, including but not limited to: staff recognition, staff education, patient rounding, data entry related to patient survey comments or staff recognitions, volunteer program needs and other related activities as directed by Clinical Informatics Director.
- Opportunity for pre-professional experience in Clinical Informatics and to develop patient interaction skills in the hospital setting.

Other Information:

- This is a non-paid position for Pre-Professional experience/to fulfill internship program requirements



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