



**2017 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Purchased Referred Care

LOCATION/ADDRESS: Oneida Community Health Center

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Lesley Ness

TITLE: Interim Purchased Referred Care Supervisor

EMAIL: LNess@oneidanation.org

PHONE: 869-4811

DATES OF EMPLOYMENT: **JUNE 5<sup>TH</sup>, 2017 THRU JULY 28<sup>TH</sup>, 2017**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.  
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- open mail in morning and afternoon /distribute 25%
- enter Medical Like Rates in 3M software 75%

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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- knowledge of computers, copier, fax machine,
- Business/Healthcare

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