

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Dental

LOCATION/ADDRESS: 525 Airport Drive

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

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

NAME: Angela Grant

TITLE: Office Manager

EMAIL: agrant@oneidanation.org

PHONE: 920-869-2711

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3rd, 2018**

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):

- Welcome patients and maintain good public relations by handling patients courteously in a professional manner (100%)
- Register patients; ensure all forms, electronic and paper, are filled out accurately and completely. (85%)
- Obtain insurance information and/or payment from patient prior to appointment. (100%)
 - a. Gather and update basic patient/client identification, proof of Tribal affiliation, insurance coverage, signature authorization, assignment of benefits, etc. on the automated Centricity patient accounting system.
 - b. Verify insurance, medical assistance, Medicare, and third party insurance.
Ensure appropriate intake information in the Health Information System and verify completeness and accuracy of all data
- Assist in preparing and maintaining appointment schedules for all providers in the patient scheduling software and schedule emergency patient appointments as needed (100%)
- Provide quality services for internal and external customers by furnishing accurate information, researching, and resolving problem issues in a timely manner. (100%)
Ensure strict confidentiality of patient records
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Medical or Business majors/minors
- Experience in medical or dental call center, clerical or reception experience.