

Position Title: Clinical Data Abstraction Intern for Medical Records Project

Reports to: Associate Director of Clinical Operations

Volunteer Position Overview:

The Associate Director of Clinical Operations is seeking to recruit an intern for a 1–2-month long summer project. This volunteer will support clinical operations by managing CommuniCare+OLE patient immunization history on the electronic health record system. This position will play a crucial role in maintaining and updating health records, contributing to efficient and personalized healthcare services. This volunteer position will be working at our Hansen Family Health Center located in Woodland, CA.

Minimum Qualifications:

- Interest in working in healthcare, healthcare administration, or health data management
- Ability to commit to coming into the Hansen Family Health Center in-person at least 3x per week
- Ability to commit to 4-8 hours minimum per week
- Ability to work at a computer for 4+ hours
- Experience with electronic health records systems is helpful for this position, but not required

Duties:

A volunteer for the vaccine chart abstraction project would primarily be responsible for two key tasks:

1. **Patient Lookup in the CAIR System:** The volunteer would first look up the patient in the California Immunization Registry (CAIR) system. This system contains previous immunization records of the patient, providing a comprehensive view of their vaccination history.
2. **Data Entry into EHR System:** After retrieving the immunization records, the volunteer would then add this historical data into the Electronic Health Record (EHR) system. This ensures that the patient's upcoming appointment is informed by their complete immunization history, allowing for more accurate and effective healthcare provision.

Diversity, Equity, and Inclusion:

CommuniCare OLE is an inclusive environment that promotes and values diversity and life experience. CommuniCare OLE encourages people of all backgrounds to contribute their unique perspectives to CommuniCare OLE as a volunteer including, but not limited to, Black, indigenous, people of color, immigrants, refugees, LGBTQIA+, people with disabilities, veterans, individuals of all ages and religions, as well as those who have experienced the criminal justice system.

Volunteer, Intern and Student Learner Expectations and Physical Requirements:

We expect all our student learners, interns, and volunteers to be punctual, effective communicators, and team players. Attendance and timeliness are necessary but flexible, dependent upon department needs, as long as communication is provided. Strong interpersonal skills and the ability to take direction are expected as well as the ability to work independently. Physical demands may include operating office equipment, the ability to sit or stand for long periods of time, occasional walking, and the ability to bend and lift up to 25 pounds. Hearing and vision required.