

Summer Internship: Medical Practice Assistant
Title: Health Care, Community Engagement, and Practice
Management in a Rural Medical Practice

Project Sponsor: [Culver Pediatrics Center](#)

Project Point of Contact:

Rebecca Morales, RN
Director of Clinical Operations and Community Outreach
Nurse@CulverPediatrics.com
Voice/Text 574-544-2343

[Application Link:](#)

Project Start Date: Wednesday, June 5th, 2024

Project End Date: Friday, August 2nd, 2024

Expected Hours:

Monday – Thursday: 9am to 5 pm

Fridays: 1 pm to 4 pm

Off Wednesday Morning

Saturdays: Occasional Saturday mornings for community engagement activities

Stipend: \$2,500 in installments

In Person or Virtual : Hybrid — Mornings are remote/virtual work, afternoons will be spend assisting Physician and Nurse at Culver Summer Staff Clinic located at Culver Summer Schools and Camps

SUMMARY

Culver Pediatrics Center is seeking a full-time (~32-38 hours per week) intern to join our team as a **Summer Medical Practice Assistant**. This position is a hybrid virtual and in-office educational and work opportunity. The intern will manage the virtual front desk, virtual office, marketing, handle clerical duties, assist with community educational programing, and assist Nurse and Physician with direct patient care and practice workflow. Works under the direction of Nurse/Director of Clinical Operations and Community Outreach. Performs administrative duties to keep Culver Pediatrics Center running smoothly while maintaining a pristine, friendly environment where patients feel comfortable, safe, and welcome.

JOB SPECIFICATIONS AND CORE COMPETENCIES

Education: High School or Bachelor’s Degree. Ideal for a pre-med, nursing, or

education major college or university student. We will consider a rising high school senior with outstanding academic, leadership, and service record.

Letters of Recommendation: Two letters of recommendation from a teacher, college professor, preceptor, or employer with whom applicant worked within the last 18 months.

Dates: Wednesday, June 5th to Friday, August 2nd

Learning Objectives:

1. Demonstrate principles of basic clinical care such as point of care testing, vital sign measurement and interpretation, wound care and first aid
2. Operate the electronic health record and other medical practice business platforms
3. Demonstrate effective, compassionate, and empathetic communication with patients, colleagues, community members, and families while considering psychosocial, economic, and cultural issues of care.
4. Identify the role of a rural medical practice in engaging, supporting, and educating the local community
5. Conduct lead tracking, nurturing, vetting, educating
6. Optional: Construct a holistic wellness educational activity to share with the local community

Medical Practice Assistant/Intern:

- Office/Clerical Duties and Tasks:
 - Manage Ring Central Phone, Faxes, and Text Messages
 - Assist with administrative and office tasks such as pre-visit chart preparation, fax management, answering phone calls, and answering non-medical texts
 - Assist nurse with referrals, direct, and indirect patient care tasks
- Marketing and Business Management
 - Track and nurture practice leads, inquiries, and messages
 - Assist with social media:
 - Taking photos
 - Creating posts
- Assist with clinic flow at Culver Summer Staff Clinic (operated by Culver Pediatrics Center at Culver Summer Schools and Camps)
 - Obtain vital signs. Report abnormal findings to nurse.
 - Assist nurse with triaging patients including performing point of care testing (nasal and throat swabs) under direction of clinical staff
 - Assist patients with digital form completion and enrollment
 - Assist doctor and nurse with medical procedures
 - Schedule follow up appointments
 - Direct Medical Care under direction and supervision of nurse

- Wrapping and taping injuries
 - Epsom salt soaks
 - Minor Wound care
 - Applying ice or heat to injuries
- Manage patient comfort
- Camp Veggie: Camp Veggie is a day camp for participants ages preschool to teens. At Camp Veggie, children of all ages will learn to explore foods in a new way. Through age-appropriate experiences (some camps involve child and caregiver), the campers will learn about gardening, where food comes from, basic age-appropriate nutrition, food hygiene, and meal preparation.

Expectations:

- Communicates with patients, vendors, and visitors to the office in a professional, courteous, friendly manner. Must be able to articulate the importance of the recommended directives of the physician.
- Participate in weekly huddles with Physician and Nurse
- Performs other duties consistent with purpose of job as directed
- Up to date on Tdap and Hepatitis B vaccine (Offered at no cost at Culver Peds)
- Current Tuberculosis Screen (Offered at no cost at Culver Peds)
- Willing to travel to pick up or drop off medications or collect test samples and occasionally travel for house calls with Physician or Nurse
- Assigned hours, starting time, or days of work are subject to change based on the patients' needs.

Optional:

One of the learning objectives of this internship is to identify the role of a rural medical practice in engaging, supporting, and educating the community. The intern will have the opportunity to design their own activity to fulfill this learning objective or they can participate in community services already in effect through Culver Pediatrics Center/Dr. Noemi Adame.

Other Requirements:

- Must pass a background check
- Must be able to work in a virtual office suite without constant direct supervision.
- Must be tactful in handling patient problems often of a highly personal and confidential nature.
- Must display excellent customer service skills and telephone etiquette.
- Will become familiar with medical terminology and common abbreviations.

- Must be able to maintain self-composure during frustrating interpersonal situations.
- Empathy and compassion to give support to patients of diverse backgrounds
- Must be welcoming to all patients and their families who enter our space.
- Attention to detail and problem-solving skills.
- Bilingual in English and Spanish preferred.
- Moderate levels of stress should be anticipated on a daily basis.
- Able to adjust communication skills to the level of the patient.
- Strong computer, social media, data entry, and office management skills.

Evaluation:

- 360 Evaluation by Physician, Nurse, and Patients
- Direct observation of patient interaction
- Review of documentation on digital platforms including AtlasMD, the electronic health record
- Weekly Feedback Sessions with Staff

BENEFITS

- Intern will be paid \$2,500 divided in installments.
- Acute medical care for sudden illness or injury at Culver Pediatrics Center
- One full day off per week (all Sundays, some Saturdays)
- Off July 4th – 7th
- If the intern performs well based on criteria below and meets all the learning objectives, they will receive a letter of recommendation from Dr. Adame for medical school, nursing school, graduate school, or employment application.

At Culver Pediatrics Center, we don't just believe in diversity, inclusion, and equity. We celebrate, we support, and we thrive on DEI for the benefit of our staff, our patients, and our community. Members of historically underrepresented groups are encouraged to apply.

Dr. Noemi Adame is a board-certified pediatrician and carries an unrestricted license to practice in the state of Indiana. NPI Number: 1730274556