



UNDERGRADUATE/GRADUATE INTERNSHIP PROGRAMS

JOB DESCRIPTIONS

Data Analyst Internship

Project: Comparative analysis of patient cycle time from consultation to treatment start date. The analysis will include:

- The selection of 30 patients from first quarter 2023 and 30 patients from first quarter 2024 that are simple prostate cases.
- Using the patient's chart, list their initial consultation date, simulation date, and first date of treatment.
- Calculate the number of working days between consultation, simulation, and first date of treatment.
- Determine and compare the average days of a patients cycle for 1Qtr 2023 versus 1Qtr 2024.
- Provide a full summary of analytical findings and recommendations to increase patient cycle time.

Finance/Accounting Internship

- Gain insight into accounting policies and procedures.
- Assisting with accounts payable/receivable.
- Assisting with financial statement preparation.
- Participating in financial analysis and reporting.
- Learning about accounting systems and software.
- Helping with budgeting and forecasting.
- Modeling and forecasting finances.

Human Resources Internship

- Assist with writing Policy and Procedures/SOPs
 - Gather all departmental policy and procedures/SOPs.
 - Shadow department staffing to assist with creation.
 - Organize and present final binders to departments.
 - Upload approved binders to shared space.
- Revise onboarding, new hire, and HR related documents!
 - Add new company name/logo (header)
 - Convert final revisions to electronic documents (DocuSign)
- Re-organize personnel files based on new federal laws.

- Enter new hire files.
- Remove terminated files.
- Expunge terminated files past the recordkeeping date.
- Create onboarding & benefits orientation PowerPoint presentation.
- Assist with employee engagement ideas, strategies, or plans.
- Assist with configurations of the new Dayforce HCM & MedTrainer software programs.

Marketing Internship

- Help research, outline, and design marketing materials for fundraising initiatives.
- Research best practices for social media in the healthcare space. What are other proton therapy centers doing and promoting.
- Serve as project coordinator and data analyst pulling the latest findings in all overall cancer related stats with a focus on cancer by diagnosis, demographics, national vs Virginia etc. This data should be drilled down to the zip code area if possible.
- Intern to provide overview of findings to Marketing team and Executive Director at the conclusion of program.

Clinical Support Services Internship

- Responsible for retrieving patient medical records from outside facilities.
- CSS intern will be diligent in tracking patient information.
- Sends patient medical information to referred facilities.
- Ensuring that the medical records are scanned correctly into the patients EMR.
- Request radiology discs from outside facilities.
- Ensures that radiology discs are logged into the EMR as arriving. Then filing them so they can be retrieved quickly.
- CSS intern will copy patient's radiology discs for patients who hand deliver them to HAMPTON PROTON.
- Clean, file and organize the medical records room.
- Audit files to assure:
 - Items that are in paper form are in the EMR.
 - Once a document is confirmed to be in the EMR, file may be shredded.
- File and organize physics records.
- Schedule and/or confirm HAMPTON PROTON appointments.
- Assist with organization/filing of COMPPARE clinical trials data.
- File/organize PCG clinical trials records.

Clinical Nursing Assistant Internship

- Ensure rooms have appropriate supplies for examinations.
- Plug VS machine to outlet before leaving.
- Turn computers off and lights off in exam rooms.
- Disinfect rooms and equipment after each patients visit.
- Check incoming faxes, distribute to nurse case managers, and enter PSAs.
- Prepare OTVs for Doctor's Day on Wednesdays.
- Make copies of forms needed around the clinic.
- Clean and stock exams rooms at the end of the day.
- Clear old SIM sheets and consent form file folders.
- Review patient schedule for following weeks, make adjustments as needed.

Health Administration Internship

- Learn to track the patient's insurance authorization, appeals, and schedule physician peer-to-peers, if necessary.
- Assures that patient information records are appropriately completed and obtain necessary information from the patient for purpose of settling their claim with insurance carrier.
- Assist with patient insurance appeals to prospective insurance companies.
- Export charges to billing company, maintain billing/payment log, and reconcile charges on a daily basis.
- Enter accurate demographic and insurance information into the patient's electronic chart.
- Develops and utilizes computer reports and output for accounting records.
- Assists in preparing financial and statistical reports as directed.
- Payer credentialing/contracting.

Logistics Internship

- Logistics Intern will be diligent in Quality Control of cancer treatment machine parts & process.
- Learn to safely handle parts and hazardous materials.
- Track ordered parts, receive parts, process parts for distribution.
- Assist with proper packaging and storing used/old parts.
- Assemble/Disassemble apertures and compensators by bolting, screwing, and labeling.
- Ensure logistical process of patient parts are within quality assurance measurements.

Information Technology Internship

- Document the network.
- Update servers/switches with current firmware.
- Develop a customer kiosk to track how many visitors are in the facility.
- Configure and deploy a new remote access connection for each treatment room (for the MEDCO, IBA interface).
- Build a local image of our window 10 systems for deployment.

Compliance Internship

- Educational time - His first week will be education on compliance and logistics and how this can affect every level of the company.
- Time study for QCL - First contact to first treatment.
- Policy indexing, numbering, and categorizing formatting.
- Cancer registry data retrieval.

Reconciliation Administrative Internship

- Conduct a tracking report of Patient Health Insurance Denials for various cancer treatments using the EMR data import or data extraction over the last 14 months.
- Assist with extracting data for CDC grant opportunity.
- Perform an audit and reconciliation of monthly benefits deductions vs premiums charged by insurance vendors via Microsoft Excel exported payroll reports.

- Complete Market Rate/Cost of Living Analysis vs current compensation rates for all HUPTI positions within the designated region/area.
- Work collaboratively with the Human Resources Manager and Executive Director to perform additional duties as assigned.