

Say Yes Buffalo Internship Opportunity

Position: Clinical Intern

Organization Name: UBMD Internal Medicine

Location: 1001 Main Street, 4th Floor, Buffalo, NY 14203

Website: ubmdim.com

Organization Description/Profile:

UBMD Internal Medicine (UBMDIM) is an internal medicine practice based on the ongoing pursuit of academic medical knowledge and treatment. We are affiliated with the University at Buffalo's Department of Medicine, and our team of doctors are made up of 135 physicians who are dedicated to serving our patients with the most innovative and efficient treatment solutions available. Our Conventus location houses 19 physicians and APPs across 8 divisions (Internal Medicine and Pediatrics, Pulmonology, Rheumatology, Allergy & Immunology, Nephrology, Gastroenterology, Endocrinology, and Cardiology).

Position Supervisor & Title: Marquita Rodger, LPN; Supervisor

Internship Title: Clinical Intern

Internship Duties and Responsibilities:

- Shadowing various clinical and clerical staff
- Assisting with pre-visit planning for patients before their visits (calling patients, collecting information, updating patients' chart, etc.)
- Clerical duties included but not limited to making copies, opening/distributing mail, analyzing patient care surveys, and supply inventory.
- Calling patients and sending letters regarding gaps in care (overdue orders, annuals, etc.)
- Assisting with medical records scanning and sorting.
- Answering phones and taking messages off the machine.

Minimum Requirements:

- Say Yes Buffalo Scholar enrolled in college full time in good academic standing – must be at least a rising sophomore.
- Recent Say Yes Buffalo graduates will also be considered.
- Desire to pursue a career in healthcare
- Professional and friendly attitude
- Exceptional time management skills
- Must be able to attend the pre-internship training dates, which includes HIPAA and sexual harassment training. (These trainings will be discussed further during the interview).

Please note: Tardiness to the mandatory training sessions may result in a rescindment of the internship offer.

Intern takeaways:

- Experience with Electronic Medical Record and Practice Management systems (formal training and on-site training provided)
- Direct contact with patients
- Experience shadowing clinical staff and providers
- Understanding of the flow of an outpatient office

Duration of employment:

20 hours per week, for 10 weeks during the summer of 2020 (for 200 hours maximum) – exact start and end dates will be agreed upon by the employer and hired intern.

Compensation: \$11.80 per hour

NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit cover letter & resume to info@sayyestoyourcareer.org.

If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

Any offer of employment/internship is contingent upon background check and drug screen. AA/EOE

Deadline: April 24th, 2020 by 5:00PM

Interviews:

Will take place on a rolling basis, which means hiring may be decided before the deadline; **Scholars are encouraged to apply as soon as possible!**

Please note: Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.