Job Scam Alert! Several recent postings have advertised jobs that pay employees for assisting in the transfer of funds. Do not trust job postings in which someone sends you a check and has you cash it for them. Thoroughly research any company or individual that is asking you to handle money without training, experience and official documentation. Be wise. If a job sounds too good to be true, it is.

Just because a job has been listed as an "Internship" in the position type field does not guarantee that a BYU-Idaho student will receive internship credit if hired for the position. Internship credit is awarded only after careful review to ensure all the elements of an internship are in place, as defined by BYU-Idaho.

Clinic Office Internship
The University of Utah Hospitals and Clinics

Posted: Mar 14, 2013
DIVISION  N/A

DESCRIPTION
Completes patient admission or registration process by reviewing accounts and other compliance-related documents for completeness and accuracy. Obtains and documents missing information required for completion of the registration. - Completes patient registration into Epic for Business system which may include gathering demographic information, inputting insurance information, and assigning guarantor accounts. - Schedules patient appointments; contacts patients for rescheduling, missed appointments and appointment reminders. - Prepares paperwork for patient visit. - Communicates with patients in a confidential professional manner using tact and diplomacy. - Notifies patients and their families of co-pays, deductibles, and co-insurance as appropriate and collects co-payments. - Reconciles against daily charge reports. - Monitors patient flow; adjusts workflow accordingly and notifies the clinical staff. - Answers telephones by screening and directing patients to the appropriate person. - May perform other receptionist duties such as sorting and distributing mail.

LOCATION
City
Salt Lake City
State/Province
Utah
Country
United States

POSITION TYPE
Internship - Students may receive academic credit

JOB FUNCTION
Communication, Healthcare, Other, Research

QUALIFICATIONS
Above a 3.0 GPA, 30-40 hours per week,