

INTERNSHIP OPPORTUNITY – Medical Records

The intern will gain experience in administering medical record services in public health and an awareness of the 10 Essential Public Health Services.

AREAS OF OPPORTUNITY:

- ❖ Medical records processing of charts, documents, and forms
- ❖ Medical records release of information
- ❖ Medical records archiving
- ❖ Medical record filing
- ❖ Telephone usage and interacting with physician offices

EXPERIENCE AND QUALIFICATIONS:

- ❖ Undergraduate student in Healthcare Information Systems, Healthcare Administration, Billing and Coding, or Public Health from an accredited college or university
- ❖ Must possess excellent written and verbal communication skills
- ❖ Ability to work independently
- ❖ Familiarity with multiple line telephone system

ADDITIONAL INFORMATION:

- ❖ Adherence to agency rules and procedures must be followed; dress code, promptness, dependability, and professionalism.
- ❖ All internships are located at the Barren River District Health Department district office at 1109 State St. in Bowling Green, KY. Transportation needs are the responsibility of the intern.

DURATION:

- ❖ Student must be available 15-30 hours per week for a semester.

CONTACT:

E-mail your application, transcript, and letter of interest to matthewl.hunt@ky.gov. Upon receipt of your materials, you will receive a confirmation e-mail. You will be contacted promptly for an interview. To learn more about our agency, please visit our website at www.barrenriverhealth.org.