

Job Description

PSTitle ASC	5000	0	0	Office Assistant	Title
0511					
Job Title: Ophthalmology Intern (Temporary)					
Job Code: 2813, Program Assistant			Grade/FLSA: C/Non-Exempt		
Updated By:					

Job Summary

As an intern for the Moran Eye Center, you will be working with and alongside some of the best ophthalmological doctors in the United States. In this position you will learn the ins and outs of what it is like to work in the eye care profession. The scope of general duties includes clinical staff job training, special project assignments, and administrative job shadowing or interviews as appropriate.

Qualifications

Associate's degree in a related field, or equivalency, plus two years related experience or equivalency (1 year of college education is equivalent to 2 years of related work experience). Demonstrated human relation and effective communication skills also required. In addition, applicant must be willing to perform all kinds of tasks, including patient care, paperwork, financial projects, managing telephone calls and other duties as assigned.

This position is patient-sensitive and must fulfill all associated requirements. We protect our patients, coworkers and community by requiring all patient-sensitive employees to be immunized according to CDC standards and hospital policy. Limited exemptions may be made for documented medical contraindications or religious beliefs that object to vaccinations.

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Position Description/Essential Functions

1. Primary focus will be to receive training and eventually the ability to perform clinical duties for multiple staff positions in clinic such as the patient relations specialist, ophthalmic medical technician, and financial counselor.
 - a. Learn to handle and manage clinical desk operations, including all phases of patient registration and scheduling process.
 - b. Learn to perform preliminary examinations and evaluations of patients with ocular complaints and consult to providers to help facilitate proper treatment.
 - c. Learn to facilitate proper billing and collections by working with patients to verify eligibility and benefits, collecting copays, and obtaining pre- authorizations and other information as required.
2. Initiate and participate in multiple informational interviews with department supervisors and managers to learn more about leadership duties and requirements.
3. Seek for and complete several special projects during the course of the internship that enhance skills and provide value to the department. Projects should focus on concepts such as quality, efficiency, and/or value.
4. Job shadow and learn the basic functions of the finance and accounting team both day to day transactional duties as well as learn to read and analyze financial reports.
5. Attend and participate in appropriate staff meetings and leadership meetings, when invited.

The incumbents in this position are expected to become familiar with the department's policies and procedures and obtain a working knowledge of University and department organizations and procedures in order to answer and assist staff and visitors.

Comments

The John A. Moran Eye Center at the University of Utah believes that every person regardless of race, ethnicity, age, sexual orientation, gender, gender identity and expression, ability, socioeconomic status, veteran status, size, national origin, primary language, and religion deserves and has the right to compassionate, inclusive interactions.

Learn more about our [vision and mission statement](#) and [Committee for Equity, Diversity, and Inclusion \(EDI\)](#).

Work Environment and Level of Frequency typically required

Nearly Continuously: Office environment.

Physical Requirements and Level of Frequency that may be required

Nearly Continuously: Sitting, hearing, listening, talking.

Often: Repetitive hand motion (such as typing), walking.

Seldom: Bending, reaching overhead.