



DOCTORS  
UNLIMITED SC.

*Providing Physician Coverage Where Needed*

**DBA: IntegraCare Clinic**

1750 E. 87<sup>th</sup> St., Suite 109, Chicago, IL 60617

**POSITION:** Healthcare Management Intern - **Class II - Non-Paid**

**Category:** Student Intern (Part Time/Full Time)

### **Employer Information**

Organization Name: **Doctors Unlimited, Service Corporation, d/b/a: IntegraCare Clinic**

About Our Organization: Doctors Unlimited SC is a medical home center that was founded in 2010 by board-certified physician, Otuonye E. Onyewuchi, MD/MPH. The company takes pride in offering compassionate and comprehensive medical services to its patients, providing quality care wherever needed: at the comfort of patients' homes, in the hospital, and clinic settings.

Job Location: Chicago, IL

Hours/Week (Duration): 16+hrs (position offers 1- 3 months opportunities)

### **Job Purpose**

The internship is both educational and practical, allowing the intern to apply business concepts learned in the classroom while discovering the intricacies of managing healthcare issues in a medical home. Doctors Unlimited SC is seeking talented and enthusiastic students in different healthcare administration or business management fields who are looking to give back to the community by improving healthcare outcomes at the management and administration levels.

### **Tasks**

Healthcare Management interns will have exposure to a wide range of activities including business management, project management, safety assessment, training and process improvements. The intern will report directly to the Director of Operations Management while interfacing greatly with the Medical Director, working in the following areas:

- Site Planning for EMR migration: Assist with eClinical Works data migration project, assisting with the phase I implementation, coordinating implementation of the transition processes (data transfers, etc.)
- Process improvement (both clinical and administrative): Research best practices and make recommendation(s) for improvement and implementation
- Benchmark to establish standard performance and adequate work flow
- Analysis of patient management plan and recommendation of better processes for continuity of care, such as procedures for patients' plan of care, referrals, follow ups, orders, labs/imaging, etc.
- Clinical safety measurement and outcome analysis
- Third-party reimbursement and contracting analysis
- Preparation of different payers cost reports and analysis

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- Patient Relations: Patient satisfaction analysis
- Ongoing business and marketing projects: Social media account(s) management
- Implement and attend outreach programs/events to manage community relations, establishing avenues to reach out and educate area community concerning diseases/diet/nutrition/hygiene/durable medical equipment (DME) knowledge and acceptance, teach health issues and possible preventive measures.
- Assist in management of records, maintaining patient information, such as medical history, reports, Rx refills, DME request forms, labs and test results.
- Perform ad-hoc duties as may arise

## Qualification

### Experience and Education

*Ideal candidate is someone who is sincere, patient, compassionate, flexible, and willing to learn, with a passion and mission minded focus in providing quality healthcare service:*

Years of Experience	0+ years of related experience in Healthcare Administration and Management or Public Health, or Business Management/Administration or Health Informatics (HIT).
Education	Masters Degree in public health (MPH) or business administration, or health administration (MBA/MS); graduates of accredited undergraduate business school or health administration (BA/BS), medical or nursing schools (MD/RN/LPN), or other health related fields will also be considered
Degree or Formal Training	MDs in transition or MPH/MBA/MS/RN/LPN and HIT/ Information technology or graduates in social work, statistics, human resources and other related fields
Licensure, Certification Or Registration	BLS/ACLS and/or PALS or CPA or HIT certificate(s) are very helpful but NOT required

### Skills

Must be well-organized, open-minded, decisive, flexible, and a peoples-person. Possess critical thinking, verbal and written communication, interpersonal, time management, and active listening skills; be detail oriented with dexterity and mindfulness to quality vs. quantity and work well as a team player.

#### Basic knowledge preferred but not required:

- Electronic Medical Record (EMR/EHR)
- CMS (Medicare) Guidelines
- Customer/Healthcare Services
- Medical/Insurance Industries
- Project Coordination/Management and Implementation

#### Computer Skills (Proficiency Preferred):

- Apple Computer and/or MS Office Suites
- Internet/Navigation/Electronic Mail Software (E-mail)

To apply, please submit your Resume/CV, Cover Letter and portfolio to [submissions@docsunltd.com](mailto:submissions@docsunltd.com) or apply online at [www.docsunltd.com](http://www.docsunltd.com)