

Intern Assignment Description

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| Job Title Quality Assurance Intern | Department Health and Specialty Care System |
| Reports To Abby Cameron and Laura LaChance | Location Austin State Hospital Campus, Building 552, Austin TX |

Purpose

The purpose of this internship is to complete two quality assurance projects for the Central Office Team in the Health and Specialty Care System (HSCS). The first project consists of digitizing and organizing hospital records. The second project consists of validating the accuracy of database files in a SharePoint site and creating a crosswalk (or technical manual) on how the SharePoint site is organized for future users.

Educational Requirements

Graduate student preferred or senior undergraduate student with previous coursework in computing, data entry, and/or technical writing.

Experience Requirements

Intern should have experience with Microsoft Excel, Microsoft SharePoint, Microsoft Teams, digital scanning of documents, electronic file sharing and organization. Experience with technical writing or writing for a general audience about organizational process.

Other Requirements

Intern should have excellent organizational skills, the ability to focus on details for long periods of time to ensure accuracy and demonstrate responsible commitment to all HHSC privacy and confidentiality protections.

Duties

Intern must meet with preceptors either in-person on the Austin State Hospital campus, and/or via Microsoft Teams on a weekly basis. Intern will be provided workspace for scanning hard-copy documents and organizing the digital (scanned) files in an archive. Intern will gain access to a SharePoint site which houses multiple databases where data will be checked for accuracy against other digital files. Intern will create a reference document (cross walk or technical manual) on the contents of this SharePoint site for future users.

Time Requirements

This internship will require a minimum of 20-30 hours/week for the Spring semester. Intern will be expected to commute to Austin State Hospital campus at least twice a week. Some work can be completely remotely.

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| HIPPA Training Required <input checked="" type="radio"/> Yes <input type="radio"/> No | PHI Form Completed (SSLC only) <input type="radio"/> Yes <input type="radio"/> No | Computer Security Required <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Salesforce Volunteer Database Assignment for Entry Purposes (for SSLC and State Hospital only) | | |

☐ **Supersedes all previous position descriptions**

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| Date Approved | Approved By | Title |
| Department | Facility Name | |

