



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Neighborhood Family Practice
Assignment Address: 4115 Bridge Ave., Cleveland, Ohio 44113
Job Category (Select up to 2): Healthcare/Laboratory Business
Work Schedule/Hours: Flexible between 9:00am-2:30pm
Internship Duration: 10 Weeks
Internship Dates (Start/End): June 1, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Neighborhood Family Practice is Federally Qualified Health Center (FQHC). NFP focuses on providing high quality primary care in a medical home setting. The Performance Improvement Intern will assist the Department of Quality in developing, analyzing and reporting on medical and clinical quality improvement initiatives.

Job Responsibilities: (e.g. functions and/or projects)

- Assist with data collection and analysis
- Collaborate with other staff on Q1 project design, data collection, tracking, analysis and reporting
- Initiate and execute outreach projects that include: patient phone calls, MyChart messaging, letters and postcards, marketing, community outreach meetings, group medical appointments, patient education
- Assist with internal and external agency compliance auditing

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Basic understanding of health care system
- Proficiency in Microsoft Excel and PowerPoint
- Excellent interpersonal and organizational skills
- Ability to work independently with minimal supervision

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- In-depth emotional intelligence: demonstrated self-awareness, accurate self-assessment, sensitivity and empathy, openness, flexibility, reliability and consistency