



**POSITION ANNOUNCEMENT  
COMPLIANCE STUDENT INTERN (DONALDSONVILLE)**

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Status: Part Time

Date: July 2019

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**A. SUMMARY:** Assist Compliance Program with audits/reviews, creating assessment and training tools; gathering data and compiling findings; and providing Compliance related training to CSMD's workforce.

**B. PRIMARY RESPONSIBILITIES:**

1. Apply the mission of CareSouth Medical and Dental throughout daily tasks.
2. Understanding and willing to comply with CSMD's code of conduct; and confidentiality and safety policies.
3. Endeavor to perform tasks with knowledge of healthcare laws and alerting the Compliance Officer, as necessary.
4. Provide friendly, efficient customer service to co-workers, patients, vendors, and contractors.
5. Remain neutral; yet positive in all situations.
6. Utilize computer systems to manage and prioritize tasks to ensure timely follow-up and efficient processing.
7. Perform all tasks with a high degree of integrity.
8. Check and respond to emails and voice messages daily.
9. Communicate rationally and professionally in all situations.
10. Ensure confidentiality of employee information;
11. Report to assigned supervisor at scheduled work times.
12. Have reliable transportation and willing to travel between sites as required.
13. Track hours worked on designated attendance tracker weekly.
14. Exhibit excellent communication skills, both written and verbal.
15. Participate in planning of projects or develop new methods and procedures.
16. Capable of working independently and making some independent judgement.
17. Type material assigned and make necessary photocopies on copy equipment.
18. Possess advanced knowledge and skills in using Microsoft office products such as Outlook, OneDrive, Excel, Word, PowerPoint, etc.
19. Perform other tasks as required by the Compliance Officer or Chief of Quality Performance & Improvement.
20. Communicate status of all tasks, assignments, and special projects to Compliance Officer; particularly, if there are concerns, confusion, or timing issues, to ensure all deadlines are met or reevaluated.
21. Other duties as assigned.

**C. REQUIREMENTS**

1. Current student in any healthcare related (i.e., Public Health or Administration, Public Health Law, Community Health, Healthcare Administration, etc.), General Studies or legal fields.
2. Possess reliable transportation.
3. Must be able to work independently after receiving instructions.

4. Must have advanced level computer skills for Outlook, SharePoint, Word, Excel, PowerPoint.
5. Demonstrated working knowledge of healthcare systems is a plus.
6. Excellent verbal and written communication skills.

**D. SUPERVISES**

N/A

**APPLICATION PROCEDURE:**

Please apply online via [www.caresouth.org/jobs](http://www.caresouth.org/jobs) or the HR office, resume, and credentials via email to [jobs@caresouth.org](mailto:jobs@caresouth.org) or deliver to the HR office. CareSouth is an EOE.

**CLOSING:** August 2, 2019 or until filled.