Public Service Intern Job Description

Agency: HCA – Ambulatory Care

Title of Internship: Population Health/Data Analytics Intern

Department: Ambulatory Care Quality/Population Health

Location: 2901 N. Ventura Road Oxnard, CA 93036

Description:

Under supervision, assists with a variety of administrative and technical tasks in support of the Ambulatory Care Quality and Population Health departments including extracting and analyzing data, producing data visualizations, reports, and presentations, reviewing gaps in care, and participating in special projects or studies to support the departments.

The ideal candidate will be technically savvy, have strong communication and analytical skills, an interest in data analysis, health care operations, or quality improvement and a willingness to learn.

Responsibilities/Sample Assignments:

- Assists in extracting and analyzing health care operations, revenue cycle, and quality metric data.
- Prepares and packages monthly operations and revenue cycle reporting.
- Prepares reports on gaps in care for clinic outreach efforts.
- Compiles data, creates dashboards and other actionable reports to inform and monitor performance improvement initiatives.
- Assists with report validation and health record review.
- Assists with preparing training materials and reference guides for clinics staff and providers.
- Assists in the preparation of reports and presentations related to quality improvement projects and pay for performance programs.
- Performs other related duties as required.

Qualifications/Recommendations Interests/Preferred major:

- Intermediate Excel skills (higher level-skill is a plus)
- Standard computer software such as Microsoft Office
- Manipulate data, use filters, and create charts and graphs in Excel.
- Communicate effectively both orally and in writing.
- Collaborate successfully with others, including those skilled in many different areas.
- Identify problems and do research to find solutions.
- Plan and organize work to meet changing priorities and deadlines.

Preferred Major: Information Technology, Computer Science, Data Science, Statistics, Mathematics, Health Care Administration, Public Health

Equipment to be used:
- Computer software such as Microsoft Office
- Cerner Electronic Health Record

**Hours per week:** 10-40

**In person/Remote/Hybrid:** Hybrid once initial training is completed.