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SACRAMENTO COUNTY
DEPARTMENT OF

Health & Human Services

EXTERNSHIP POSITION DESCRIPTION:

Medical Billing and Coding Externships:

The Position: The Sacramento County CMISP (County Medical Indigent Services Program) in the Primary Health Division offers internship opportunity to students who are in the Medical Billing and Coding training. The office offers experiences in claims, referrals, implantable device claims, inpatient entry and coding procedures, clerical authorization, and Medi-Cal DED tracking.

Location: 9616 Micron Ave, Sacramento, CA 95827

Hours: Office is open 8:00 am to 5:00 p.m. We will work with the student's schedule to ensure flexibility.

Minimum

Qualifications: Must be in or completed training in an accredited Medical Billing and Coding training program. Good attendance, willingness to learn and accept assignments are necessary. We will accept students 18 years of age and older. All students must pass a criminal background check.

Benefits: Meet new people, work with medical professionals, and exposure to a community-based medical program, opportunity to complete school requirement and gain experience in the field. Performance valuation will be provided to the school during the course of training with opportunity to stay as volunteer to gain more experience in the field upon completion of training.

To Apply: Complete a Volunteer Application or contact the Volunteer Services Office at 875-2026 for an application. Positions depend on availabilities.

Questions? Contact Tammy Liu, Volunteer/Student Intern Coordinator, DHHS, 875-2027

For additional information on this or other volunteer opportunities with the department, please visit our website at <http://www.sacdhhs.com> or call our Volunteer & Student Intern Services Office at (916) 875-2027.

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