

Ann Edwards-Buckley
Director

Tracy Herbert
Deputy Director
Financial & Administrative Services

Telephone: (916) 875-6091
Fax: (916) 875-1283
Mail Code: 37-1000A



SACRAMENTO COUNTY
DEPARTMENT OF

Health & Human Services

EXTERNSHIP POSITION DESCRIPTION:

Medical Office Administrative Externships:

The Position: The Sacramento County Primary Care Center offers externship opportunity to students who are, or have completed, in the Medical Office Administration training program. These clinics provide medical care and services to Sacramento County residents who are uninsured or underinsured. The externship offers supervised experiences in front office operation including registration, answering phone, pulling charts, scheduling appointments, billing information, filling out forms, filing and more.

Location: Primary Care Clinic, Refugee Clinic, Chest Clinic at 4600 Broadway, Sacramento, CA 95820

Hours: Clinics are open 8:00 am to 9:00 p.m. We will work with the student's schedule to ensure flexibility.

Minimum Qualifications: Must have completed or in an accredited Medical Office Administration training. Students should have good phone and people skills; good organizational skills and able to multi-tasks. 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.sacdhs.com> or call our Volunteer & Student Intern Services Office at (916) 875-2027.

W:\Admin Office\Volunteer and Student Intern Services\Position Descriptions\Health Care Clinic Assistants.doc (rev10/19/09)