Patient Experience Intern - Patient Satisfaction

Program Summary
UCLA Health internships are non-clinical in nature and focus primarily on the business and administrative aspects of healthcare. Our interns are able to shadow various health care administrators, attend management meetings and observe senior team leadership. This internship is an unpaid position which requires 12 hours per week and a minimum commitment of 12 months. We do not accept student-for-credit volunteers.

Position Description
Assist in patient satisfaction survey analysis, including data entry, generate reports and research in field of patient experience (training and supervision will be provided)

Desired Qualifications
1. Educational background should include science-related coursework.
2. Strong computer & research skills
3. Candidate should be self- motivated, highly organized and detail oriented.
4. Must be knowledgeable in MS word, Excel, and PowerPoint
5. Strong adherence to UC HIPPA and confidentiality guidelines and regulations.
6. Able to work independently, prioritize and follow-through on assignments.

Program Requirements
- Must complete all forms, on-line trainings, immunizations & a background check
- Must be an undergraduate or already with a degree
- Must be able to commit 12 hours per week for a minimum term length of 12 months

Additional Details
Location: Ronald Reagan UCLA
Internship Schedule/Desired Availability: Must be able to work 12 hours per week for at least a year.