Unpaid Intern

Flexible Hours between 8am-5pm    Monday – Friday

Description:  Information Technology Intern

Role of the IT intern is to assist and support the Health Department and IT team for Riley County in the implementation of the new Electronic Health Record (EHR) System

Essential Responsibilities:

- Support the staff in maintenance of computer hardware, software and other equipment that is essential to the EHR system.
- Research and propose resolutions of IT issues that are being reported by users.
- Assess software speed and internet speed to trouble shoot and increase efficiencies
- Set-up a monitoring system on 3rd party vendors
- Assist in the tracking of tickets to the software vendor regarding the application implementation.
- Develop a spreadsheet for tracking users and user roles.
- Assist in documenting common occurring issues and fixes.
- Identify possible security and HIPAA violations.
- Assist with backup planning.
- Document process with screenshots for succession planning.
- Provide templates for management of software and hardware system.
- Facilitate a health department wide user group training and information sharing.
- Assist in creating RCHD Policy and Procedures for universal use of the ezEMRx system.
- Assist with creating reports in the system as needed by program supervisors for grant reporting purposes.