

**Job Description:**

Clinical Interface Intern

Key Objective:

Interns will gain experience in health data interoperability in this entry level position. This internship will be focused on developing and maintaining interfaces between health care organizations and PHIX – the health information exchange. These interfaces will facilitate data sharing across the El Paso region. Additionally, this position will perform various duties to support the data security and the general business operations of PHIX.

Key Responsibilities:

- Support the entire cycle of interface application development, including analysis, design, specification, implementation, and support.
- Working closely with PHIX's leadership and subject matter experts to determine the business needs for interfaces, document the requirements, and configure the interfaces per the requirements.
- Assist PHIX with adhering to strict privacy and security standards.
- Assist with fiscal operations, including accounts payable and accounts receivable.
- Other duties and responsibilities as assigned.

Qualifications:

- Able to learn in a fast-paced, team environment
- Student in computer science, engineering, business, health information technology or related field.
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to work on a team.
- Available to work Monday through Friday for at least 4 hours daily (between 8:00 am MST and 5:00 pm MST) in-office.
- Comfortable working occasional afternoons and weekends.
- Reliable transportation

Competencies:

- Ability to prioritize and manage work against a plan.
- Flexible and responsible work ethic in order to achieve objectives.
- Comfortable in a team environment

Time Commitment and Compensation:

- PHIX is seeking interns to start in January or February 2021 and continue working with PHIX throughout the summer and school year.
- PHIX will work with interns to set a regular work schedule. Interns could work up to 35 hours per week.
- Interns will be paid hourly.

Working Conditions:

- Occasional evening and weekend work may be required.
- Repetitive motion in the operation of a computer.
- Frequent sitting required, occasional standing, bending and stooping.
- Work conducted in office environment with occasional in-town travel.

To apply, please send resume to:

Veronica Patton, Director of Programs and Outreach, at vpatton@phixnetwork.org.
Please free to contact us at 915-242-0674 if you have any questions about the position.