

CHOC Children's Hospital

Participating departments and Intern duties

1. Food Services

- Prepare food trays in serving line
- Refill self-serve customer stations with condiments
- Fill coolers/food items
- Fill refrigerators with cold foods and drink items
- Maintain salad bar
- Check expiration dates and remove products, as needed
- Dishwasher duties
- Transport food trays to patient rooms
- Clean lunch areas and maintain condiments

2. Sterile Processing

- Access and use department computer to scan items
- Place sterilized items on shelves; place in order of expiration date.
- Label equipment after sterilization
- Deliver items to hospital depts.
- Straightening items on shelves

3. Neuroscience Department

- Stocking all exam rooms, supply cabinets and provider offices
- Creating IV start kits
- Making coffee, providing water and snacks for patients

4. Materials Management

- Assist MM mentor with loading crates and boxes needed for supplies
- Assist MM mentor with stocking materials in various supply closets throughout the hospital
- Transport supply carts using safety practices
- Checking expiration dates and assuring correct placement of all supplies
- Deliver special items to departments and getting electronic signatures
- Stack empty crates
- Break down cardboard boxes, load in black bins and put in bailer

5. Revenue Cycle

- Preparation of inpatient and outpatient billing
- Scanning patient documentation

- Prepare batches of billing and insurance charges received.
- Removing staples so they may pass through the scanner.
- Stamp inpatient/outpatient payments with current date.
- Sort batches of billing and insurance charges received.
- Scan batched billing and insurance charges into computer using scanner and input correct data for each department.

6. IT Department

- Receive and label new products with asset tag
- Imaging PC/laptops
- Organize and label department supplies
- Updating Inventory spreadsheet
- Preparing laptops for CHOC employees
- Take on lower risk tickets

7. Environmental Services

- Stock hospital scrubs in various departments
- Take used scrubs to be processed
- Maintain EVS breakroom
- Inventory of department supplies

8. PICU/ICU

- Stocking Carts in Nutrition Rooms
- Separating Sedation Packets
- Putting away supplies
- Cleaning Offices