



## **Golden LEAF Rural Internship Initiative: Healthcare Permissible Activities**

### ***While on an internship in a medical environment, interns are permitted to:***

- Operating office equipment to include: copy machines, working with computers, storing appointment details or medical records, telephones, fax machines, scanners, and using office software programs.
- Ordering office medical supplies and restocking with proper supervision.
- Helping coordinate, enroll patients, and attend educational events under appropriate supervision.
- Taking a temperature (COVID screening only) using an Infrared thermometer and asking COVID-related questions.
- Greeting a patient, answering phones, scheduling appointments, filing, taking a patient to a room, and confirming all necessary paperwork is completed with proper supervision.
- Accessing and viewing, updating medical files to include results, documentation, billing, and insurance details.

*All Interns are subject to signing a HIPPA Disclosure/Agreement as part of the Kelly Services Hiring Process*

### ***While on an internship in a medical environment, interns are not permitted to:***

- Be present during patient procedures, appointments, or discussions.
- Deliver any form of patient care or assistance with activities of daily living to provide for the care, comfort, and safety of patients.
- Discuss patient-related symptoms, health history, and concerns.
- Perform any care, procedure, non-professional procedures, test, education, physical, mental, or dental services.
- Prepare or dispense drugs and medication.
- Use any medical equipment, including, but not limited, to X-ray, MRI, Ultrasound, CT Scan machines
- Collect, touch, or prepare any human or animal blood, fluid, or urine.
- Set up, sterilize, or operate equipment during any procedure.
- Diagnose and treat patients with speech, voice, language, cognitive-communicative, and oral-pharyngeal swallowing disorders.
- Perform any type of Therapy procedures.
- Any other activity not included in the list of “included activities” outlined above.