

Care Alliance of Western Massachusetts, Community Partner LTSS Program is offering non-paid externship opportunities for students who would like experience in a dynamic and innovative environment.

Our Data Team is a great place to learn, grow and have a wonderful mentoring experience.

The candidate will perform the following tasks:

- Access and enter information in the platform (eHana) into the member's electronic health record
- Compose and send professional business emails to the Healthcare Providers and Accountable Care Organizations
- Compose and send secure messages in the platform (eHana) to the Internal Healthcare Team
- Answer business telephone lines
- Scanning/ Secure Faxing
- Attaching documentation in the member's file in the platform (eHana)
- Monthly preparation for the Care Coordinators' Team Meeting
- Recording of meeting minutes as needed
- Power Point creation for meetings and presentations as needed
- Assist with reporting in the platform (eHana) such as Event logs, Completed/ Missing documentation etc.
- Assist with Care Plan reminders/ Comprehensive Assessment requests and Event Logging

Comprehensive training and support for the student intern to gain training and mastery on the tasks listed above. They will also be integrated into the team for meetings and support.

The student intern is expected to be available between the hours of 8 AM to 3:30 PM.

To apply, send resume and cover letter to:

**Brenda Denno**  
**Systems and Quality Analyst**  
**WestMass ElderCare**  
**Care Alliance of Western Mass**  
**413.439.5260**  
[BDenno@wmeldercare.org](mailto:BDenno@wmeldercare.org)

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