Davis School District School-To-Careers Work-Based Learning

Student Name:

STUDENT INTERNSHIP SKILLS LIST Job Title: Chiropractor

| Transferable Job Skills: A number of workplace skill. | s are necessary in <u>all</u> career fields. | These skills (listed below) should be |
|---|--|---------------------------------------|
| observed and practiced at all student internship sites. | Mentors will evaluate interns on tro | insferable job skills each term. |

Business:

- •Work Habits and Attitudes
- •Technical Skills
- •Thinking and Problem Solving Skills
- Communication Competencies

- •Interpersonal Effectiveness
- •Quality of Work Accomplished
- •Dependability & Punctuality
- •Appearance and Grooming

Specific Job Skills: This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.

| PROCEDURE OR SKILL | | DATE | DATE |
|---|------|----------|--------------|
| | | OBSERVED | PARTICIPATED |
| | | | |
| Call insurance company | | | |
| Enter data in spreadsheet | | | |
| Enter patient accounting in data base | | | |
| | | | |
| Enter patients' information | | | |
| Fill out consultation report | | | |
| | | | |
| Fill out patients' medical records | | | |
| Insurance forms | | | |
| Observe how to diagnose problems | | | |
| Observe patients' being worked on | | | |
| Physical exam tests | | | |
| Read X-Rays | | | |
| Receive payments | | | |
| Develop x-rays | | | |
| Experience therapies | | | |
| Schedule appointments | | | |
| Type letters | | | |
| View chiropractic videos | | | |
| Learn information about taxes and finance | | | |
| Supervisor Signature | Date | | |