In this Issue

- Winter Break Office Hours
- Advising Availability over Winter Break
- Karen Gable Health Sciences Scholarship
- Plater Medallion for Excellence Nominations
- Sam H. Jones Community Service Scholarship
- Study Abroad Classroom Presentations
- Volunteer Opportunities, Internships, and Job Openings

Winter Break Office Hours
Coleman Hall and the Department of Health Sciences will both close at Noon on December 22nd, 2017.

Coleman Hall
12/26 - 12/29 and 01/02 - 01/05
Office Hours: 8:00am - 4:00pm

Department of Health Sciences
12/26 - 12/29
Office Hours: 8:00am - 12:30pm
01/02 - 01/05
Office Hours: 8:00am - 4:00pm

(Due to the holiday season/winter break, many of the BSHS faculty and staff will occasionally be out of the office. Please send an email or call our office to confirm the person you are looking for will be in the office during the day and time you would like to stop by.)
Advising Availability over Winter Break

Ashley Msikinya and Ashley Burelison will be away from campus Monday & Tuesday, December 18th & 19th for a conference and then out of the office for winter break beginning Thursday, December 21st through Thursday, January 4th. Emails will be addressed when they return in January.

If you need to schedule an appointment, please plan to do so between now and December 20th. You may use SSC Scheduler to find available times.
Are you a Junior or Senior with a 3.0 or higher and at least 60 credit hours earned?

The Karen Gable Scholarship will be awarded to a non-traditional student who is a Junior or Senior (minimum of 60 credit hours earned) student enrolled in the Bachelor of Science in Health Sciences Program or a Graduate student enrolled in the Master’s in Health Sciences Program. The student must have a record of academic excellence with a demonstrated cumulative IU GPA of at least 3.0 on a 4.0 scale. Preference will be given to students who are currently working in or have prior work experience in the healthcare sector and have expressed an interest in pursuing a career as a healthcare educator.

Instructions: In order to be considered for this scholarship, you must complete an application online and upload all applicable documents prior to December 31st, 2017. https://shrs.iupui.edu/tuition-scholarships/hs-gable.html
Nominations for the Plater Medallion for Excellence in Community Service are now being accepted!

The William M. Plater Civic Engagement Medallion was established in 2006 to honor graduates who have excelled in their commitment to the community through activities such as service learning, volunteerism, community/social issue advocacy, community work-study, and political engagement.

Faculty and Staff: Nominate a student for the 2018 William M. Plater Civic Engagement Medallion.
Nominations close Monday, February 12th, 2018.

Students: Apply here.
Applications close Thursday, February 15th, 2018.

Sam H. Jones Community Service Scholarship

Have experience working in the community? Need assistance paying for school while doing what you love? By serving as a Sam H. Jones scholar, you can make a positive impact on campus and in the community, gain invaluable leadership skills, and help pay for college.
Most applications are due by Feb. 1.

**Link:** [http://go.iu.edu/samjones](http://go.iu.edu/samjones)

**Deadline:** Thursday, Feb. 1

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**Calling all BSHS Faculty and Instructors!**

Want to get your students engaged in their education and the global community? Consider having a representative of the Study Abroad Office speak in your Spring 2018 class!

As you finalize your syllabi and course schedules, we encourage you to request a presentation now. We aim to visit classrooms in January to share information on Summer and Fall 2018 study abroad and scholarship opportunities ahead of February deadlines.

Presentations can be tailored to meet your desired length – anywhere from 5 minutes to a whole class period.

To request a presentation, click here.
Volunteer Opportunities, Internships, and Job Openings

Campus Coordinator - Ascend Indiana

Job Responsibilities

Execute a plan of action

- Manage and execute the approved engagement and recruitment strategy
- Activities will include the following: marketing and social media campaigns to ensure the value of Ascend Indiana is well understood by students (i.e. - hanging posters and flyers, tabling in high-traffic areas, speaking in classrooms, and executing effective email campaigns)

Engage students

- Plan and execute highly-attended recruitment events within the university
- Network with student organizations to secure Ascend presentations in classes and meetings
• Conduct announcements throughout the year in a variety of on-campus settings

**Be a brand ambassador**

• Promote the Ascend brand via social networks
• Wear Ascend attire when attending Ascend related events
• Embody Ascend core values through interactions with students, faculty, and staff

**Provide additional support**

• Support Ascend staff as needed (i.e. research memos, candidate sourcing, other projects)
• Report outcomes at weekly progress reviews with Manager of Talent Identification

**Minimum Requirements**

• Applicants should be undergraduate students that are currently sophomores or juniors
• A detail-oriented self-starter who can think critically and manage to milestones to execute effectively
• Strong organizational and project management skills
• Eagerness to work behind the scenes to support ambitious goals
• Record of achievement in academics, leadership, and/or employment
• Excellent interpersonal and relationship building skills
• Ability to work collaboratively within a team
• Proficiency in Microsoft Suite preferred
• Demonstrate ethical handling of confidential information

**Details**

• Manager: *Manager of Talent Identification*
• Work week: part-time, 5-10 hours/week
• Undergraduate student
• Travel: None

Apply online: [http://ascendindiana.com/about/careers/ascend-indiana-campus-coordinator](http://ascendindiana.com/about/careers/ascend-indiana-campus-coordinator)

**Patient Access Representative - Community Health Network**

**Job Duties**

• The Patient Access Representative serves as the first point of contact for visitors who enter
the facilities and is responsible for all aspects of customer service for Patient Access/Patient Accounts areas in a manner that ensures a customer focused, quality conscious work climate
- Primary functions include, focusing on interpersonal skills, data collection, and the ability to assess situations and to assist the team in developing solutions to achieve excellence in customer service while ensuring the financial viability of the hospital
- Collecting and verifying patient and insurance demographics, securing pre-certifications and/or pre-notifications for patient services, collection of co-pay and deposits prior to services and providing financial assistance to patient
- Responsible for recognizing the patients’ ability to pay or need of assistance, as well as, assisting patients in their efforts to obtain services within Community Health Network in a timely manner

Experience

Two years of experience in a healthcare office setting preferred; General working knowledge of healthcare office billing requirements with strong customer service skills required

Education

High school diploma or GED equivalent
Associate’s Degree preferred

Skills
- Ability to work with all types of patients
- Excellent verbal and written communication including professional one-on-one interactions and phone skills
- Bilingual a plus
- Ability to multi-task, have attention to detail, strong organization skills, and a team player
- Excellent critical thinking skills
- Proficient in data entry with multiple software application usage
- Resourceful out-of-the box thinker, ensuring timely resolution of patient needs
- Maintains professional demeanor in every level of communications whether inter-department, customer, peer, or leadership

Testing

Must pass pre-hire testing:
- Math (85%)
- Customer Service Testing (85%)
- Data Entry Alpha/Numeric (5500kph)

Additional Information
This position will be scheduled to work from 6:30am - 4:00pm every Tuesday, Wednesday, Saturday and Sunday

Apply Online: https://www.ecommunity.com/careers/jobs/patient-access-representative-1708109