

Melissa Andrade

Kat Carrick Social Work Practicum

Practicum Hours Defined:

Applications:

Applications can include medical registration, medical assistance, birth certificates, social security applications all applications that patients who are not used to filling out or English as the second language are assisted in filling out and submitting if necessary.

Resources:

In reference to resources this could mean I helped them find a walk in clinic if our clinic was not able to serve them, or helping them find free diaper banks, a dentist that serves there needs, food banks, bus tickets, any type of need that has services offered I help them find and connect them to the correct organization.

Ma Application:

This is training on our clinical system to be able to submit medical assistance and Emergency medical assistance through our system as a community provider. This also includes interviews with the patients as we fill out the applications, collecting needed documentation for the applications and submitting them on their behalf.

Immigration Letters:

This is documentation that needs to be created from a patient's chart with demographical information of patients confirming information for the immigration office. They have a specific criterion on what needs to be on the letter, how the letter is sealed with our official stamp with pictures of patients.

Medical Transcription:

This includes translating and transcribing any documents/ patient care information to Spanish speaking patients.

Practicum Hours and Task Progress

Date	Hours	Task(s)/ Responsibility	Supervisor signature
* 2/6	4	MA Applications Training	<i>[Signature]</i>
2/10	2	Applications / Resources	<i>[Signature]</i>
2/11	2	Applications / Resources	<i>[Signature]</i>
2/12	2	Rental / Medical Applications	<i>[Signature]</i>
* 2/13	4	MA Application Training	<i>[Signature]</i>
2/17	2	Immigration letters	<i>[Signature]</i>
2/18	2	Application for Birth cert & Social Security	<i>[Signature]</i>
2/19	2	Applications / Resources	<i>[Signature]</i>
* 2/20	4	MA Applications	<i>[Signature]</i>
2/24	2	Applications / Resources	<i>[Signature]</i>
2/25	2	Immigration letters	<i>[Signature]</i>
2/26	2	Applications / Birth control Retrieval	<i>[Signature]</i>
* 2/27	4	MA Applications	<i>[Signature]</i>

34 total

Practicum Hours and Task Progress

Date	Hours	Task(s)/ Responsibility	Supervisor signature
3/3	2	Applications / Resumes	<i>[Signature]</i>
3/4	2	Applications / Resumes	<i>[Signature]</i>
3/5	2	Applications / Resumes	<i>[Signature]</i>
* 3/6	4	MA Application training	<i>[Signature]</i>
3/10	2	Applications / Resumes	<i>[Signature]</i>
3/11	2	Applications / Resumes	<i>[Signature]</i>
3/12	2	Applications / Resumes	<i>[Signature]</i>
3/13	4	Community Outreach Certification of Skills	<i>[Signature]</i>
3/17	2	Applications / Resumes	<i>[Signature]</i>
3/18	2	Scheduling aptz w/ Children's Hospital	<i>[Signature]</i>
3/19	2	Resumes / Cert of Skill Clinics	<i>[Signature]</i>
* 3/20	4	MA Application Training Info About Pennine	<i>[Signature]</i>
3/24	2	Applications / Resumes	<i>[Signature]</i>

32 hrs

Practicum Hours and Task Progress

Date	Hours	Task(s)/ Responsibility	Supervisor signature
3/25	2	Resources / Applications	<i>W</i>
3/26	2	Hospital Ref. Scheduling	<i>W</i>
* 3/27	4	M.A. Applications, training	<i>Wade J. L.</i>
3/31	2	Transportation / Resources	<i>W</i>
4/1	2	Hospital App Setting	<i>W</i>
4/2	2	Paperwork for immigration	<i>W</i>
* 4/3		Good Friday	
4/7	2	Bus travel Resources	<i>W</i>
4/8	2	Applications / Resources	<i>W</i>
4/9	2	Applications / Resources	<i>W</i>
* 4/10	4	M.A. Application training	<i>Wade J. L.</i>
4/14	2	Resources / Applications	<i>W</i>
4/15	2	Medical Transcription Applications	<i>W</i>

Practicum Hours and Task Progress

Date	Hours	Task(s)/ Responsibility	Supervisor signature
4/16	2	RESOURCES / Applications	<i>[Signature]</i>
4/17	6	Blessing Board & MA Applications	<i>[Signature]</i>
4/21	2	Apt setting Reg packets	<i>[Signature]</i>
4/22	2	Kit Application Submission	<i>[Signature]</i>
4/23	2	Surgery Center for childrens APIS Helping Scheduler	<i>[Signature]</i>
* 4/24	4	MA Applications / Info on Pennie	<i>[Signature]</i>
4/28	2	MA applications / Registration	<i>[Signature]</i>
4/29	2	Registration / Resources	<i>[Signature]</i>
4/30	2	Registrations / Resources / Apt Setting	<i>[Signature]</i>
* 5/1	4	MA applications / Resources / Apt Setting	<i>[Signature]</i>