

**Human
Resources**

Student _____

Task Sheet

**Dates of
Rotation** _____

OBJECTIVES	OBSERVED	ASSISTED
1. Orientation to Human Resources services		
2. Information handling/processing		
a. assembling records		
b. legal acceptances		
c. patient's rights to information		
d. release of information		
e. confidentiality		
f. data input/processing		
3. Communications skills		
a. telephone techniques		
b. analyzing records for completion		
c. quality assurance		
d. surveillance of data flow		
4. Receptionist duties		
a. recording phone calls and correspondence		
b. greeting clients		
5. Interviewing skills		
a. questioning skills		
b. evaluating nonverbal messages		
c. referral and recommendations		
d. benefit packages		
6. Other		

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Mentor Signature

Date