



EMPLOYER CHECKLIST FOR SETTING UP AN INTERNSHIP PROGRAM

- Review the potential benefits of interns to your organization**
 - Allows your business to have exposure on college campuses
 - Creates a pathway to evaluate and identify potential future employees
 - Increases your business' high-level productivity at a reduced cost
 - Adds diversity to the perspective of your business
 - Provides the future workforce an opportunity to develop skill sets
 - Your business benefits from students who are savvy with technology and social media
 - Interns often have a high level of energy and enthusiasm

- Obtain organizational support**
 - Confirm your leadership team is supportive of an internship program
 - Verify you have work an intern can perform
 - Discuss projects/duties the intern will be assigned

- Determine whether you can support multiple interns at one time**
 - Confirm you have equipment and space for intern(s)
 - Determine if the position(s) will be paid and examine legal requirements for interns
 - Decide whether you will pursue paid or unpaid internships
 - Review the [Department of Labor \(DOL\) Fair Labor Standards Act \(FLSA\)](#) rules on what qualifies as an employee versus an unpaid intern/student

— Per the DOL, consider these seven factors used in part to identify if an intern needs to be considered a paid employee:

 1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee — and vice versa.
 2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
 3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
 4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
 5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
 6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
 7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.
 - Paid interns generally are more motivated and willing to make positive contributions to an organization

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- Budget accordingly and determine a compensation package (for paid interns)**
 - Consider what you would be able to pay interns at your facility and incorporate that into your calendar/fiscal year budget
 - Research current trends in your area and allocate those funds appropriately after gaining necessary approvals
- Outline and develop the internship program**
 - Determine your program's goals
 - Establish daily duties and what will be included in the orientation
 - Establish who will be interviewing and supervising the intern(s) and who will be doing check-ins and evaluations on their job performance and learning
 - Consider conducting an exit interview once the internship has concluded
- Consider that some interns will receive college credit**
 - If the intern(s) is currently enrolled in college or university courses, determine if they are pursuing the internship to achieve an educational credit requirement. This is sometimes the case and varies by institution
 - It should also be noted that many colleges are happy to help set up and establish an internship program with employers as it adds value to their program
- Post your internship**
 - Post your internship on online job boards or with colleges and universities
 - The MGMA Career Center is an excellent place to post internships for practices and organizations in the healthcare community
- Application and candidate evaluation process**
 - Create a list of the specific skill sets you are seeking in a candidate
 - Establish a process for evaluating resumes
- Select/interview and hire your interns**
 - After selecting your candidates, perform interviews and contact references
 - Finalists should go through your typical background check process before being hired
 - The intern should then go through your orientation and onboarding process
- Finalize duties and delegate work appropriately**
 - The last step is to make sure the intern knows who will be assigning duties for them, and working with them on their goals, education needs and learning
 - Before onboarding, work should be delegated as appropriate based on the intern's capacity and the goals established for the projects they would be primarily assisting with