



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

## Doctoral Internship Policy & Procedures

# Administrative Assistance Policy

Revised 07-01-14

- 1. Program Level Support:** The Doctoral Internship has a Student Coordinator who supports the fellows administratively. This individual assists fellows in navigating university, medical school, department, and program level systems and tasks. These include, but are not limited to: providing information to fellows on housing resources, completing background checks, accessing the Yale Human Resources Portal, registering for health benefits, enrolling in direct deposit, obtaining a Yale ID, obtaining a Net ID and computer access, completing online mandatory training, logging on to the Classes V2 portal for program and seminar documents, and submitting supervision tracking documentation. The Student Coordinator is available five days per week to respond to questions and concerns from fellows. Additionally, the Department of Psychiatry has a designated Information Technology specialist available to address for fellows any IT related problems that arise with Yale IT systems and Yale computers.
- 2. Placement/Facility Level Support:** The placements and the facilities in which the placements are based provide a range of administrative supports. Each has an administrative staff that facilitates client registration and the management of medical records. Placements vary in the level of secretarial support, though like most healthcare systems, such support is limited. Professionals manage independently most tasks related to the provision of services, aided by access to information systems.