



College of Applied
Medical Sciences

Health Informatics

Internship Manual

Guidelines for Students and Preceptors

2026



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Preface

The internship program represents a fundamental component of the Health Informatics Program and serves as an essential transition from academic study to professional practice. It provides students with the opportunity to apply their knowledge and skills in real healthcare environments while developing professional competencies required for future careers in health informatics and related fields.

The success of the internship experience depends greatly on the student's commitment, professionalism, and active engagement, in addition to the continuous support and guidance provided by faculty members and site supervisors. During the internship period, students are expected to demonstrate professional conduct through punctuality, accountability, initiative, ethical practice, effective communication, teamwork, critical thinking, and adherence to organizational policies and standards.

King Faisal University values its collaboration with healthcare organizations and training institutions that contribute significantly to the professional development of students. These organizations provide supportive learning environments and qualified supervisors with extensive expertise in healthcare operations, health information management, healthcare technology, and related disciplines. Their mentorship and commitment play a vital role in enriching the students' practical learning experience.

This manual has been developed to provide guidance for students, internship supervisors, and training sites. It outlines the expectations, responsibilities, and general framework of the internship program to ensure a productive and meaningful training experience. The department sincerely appreciates the continued support and valuable opportunities provided by training organizations in helping students fulfill their internship requirements and prepare for their future professional roles.

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Introduction

The internship is a structured and supervised training experience that enables students to apply academic knowledge and technical skills within real healthcare environments. It provides practical exposure to healthcare operations, health information systems, data management, health information management practices, and related professional activities within healthcare organizations.

- The internship program is designed to help students:
- Apply theoretical knowledge in professional practice settings.
- Develop technical, analytical, communication, and problem-solving skills.
- Gain exposure to healthcare workflows, policies, and organizational practices.
- Participate in operational and project-based activities relevant to health informatics.
- Strengthen professional responsibility and workplace readiness.

This manual outlines the policies, responsibilities, training requirements, and evaluation procedures related to the internship program. It is intended to guide students, faculty members, site supervisors, and training organizations in ensuring a consistent and meaningful internship experience aligned with the program learning outcomes.

Overview of the Health Informatics Program

Vision

To produce competent Health Informatics specialists who possess knowledge, technical skills, and effective communication abilities, to actively meet the needs of the national job market and community.

Mission

To produce competent Health Informatics specialists who possess knowledge, technical skills, and effective communication abilities, to actively meet the needs of the national job market and community.

Goals

1. Provide a continuum curriculum fostering excellence in the practice of health informatics.
2. Promote research, scholarship and engagement in the areas of health informatics.
3. Contribute to KFU's position as a recognized provider of quality education.

Overview of the Internship Program

The internship serves as a fundamental component of the Bachelor of Health Informatics degree program, offering students the chance to put into practice the concepts and skills acquired in the classroom within the realm of healthcare administration. Upon successfully finishing eight semesters of coursework, students are mandated to undertake a 48-week (excluding holidays) internship at a sanctioned healthcare institution. The program's primary objective is to furnish students with pertinent organizational experience, enabling them to gain valuable work experience prior to completing their bachelor's degree.

Purpose

Our internship program is all about hands-on learning. We make sure students not only show but also develop critical thinking, problem-solving, and management skills in real-world situations. This hands-on experience is a big part of our curriculum, where students use what they have learned in their Health Informatics program.

All students in the Health Informatics Program must complete the internship. It provides a great learning environment where students can gain real-world experience and work on tasks and projects related to their studies and career goals.

Internship Program Learning Outcomes

1. Knowledge and understanding

- 1.1. Identify and solve healthcare organizational problems using a systematic decision-making approach.

2. Skills

- 2.1. Manage, develop, and motivate organizations to meet changing organizational needs in a healthcare environment.
- 2.2. Analyze problems, research, solution alternatives, and the environment in the development and execution of a strategy as it relates to the healthcare enterprise
- 2.3. Apply business administration and management knowledge to the healthcare industry within the domains of management, organizational leadership, quantitative reasoning for business, accounting, applied business research, operations management, finance, marketing, and strategic planning & implementation
- 2.4. Awareness of the policies, procedures, laws, and ethics of the diverse array of healthcare alternatives.

3. Values, autonomy, and responsibility

- 3.1. Synthesize the value of personal and professional development, community service, and life-long learning

Eligibility Criteria

To enroll in internship year, students must meet the eligibility criteria as follows:

- Completed and passed all courses of Health Informatics Program.
- Attend the internship program orientation.
- Obtained Infection Control Certificate.
- Valid Basic Life Support (BLS) Certificate.
- Hepatitis B Vaccination Certificate.

Rights and Duties of Interns

The Rights

1. You have the right to get a copy of the training plan and manual, and to see how you will be graded
2. You will be given a training spot at an approved location through the college. You must be told where you are going at least two weeks before you start
3. You get the same official holidays (like Eid and National Day) as the regular employees. You cannot be forced to work on these days if you don't want to.
4. The college will help you attend scientific conferences, exhibitions, or competitions with the approval of the Internship and Training Unit and HIMT department.
5. You have the right to see your evaluation for each rotation and get feedback to help you improve.
6. You should know how to contact the training unit or coordinator to report any problems you face.
7. Once you successfully finish your training year, you will receive an official completion certificate.

The Duties

1. You must know and follow all the rules of the place where you are training.
2. You must complete all required medical exams before starting at any hospital or health center.
3. You must attend the introductory meetings held by both the college and your training site.
4. You must follow the official training plan and sign a document agreeing to it.
5. You must attend on time and complete your required hours according to the site's rules
6. You must wear the official uniform required by the training site.
7. You must keep patient information private and confidential.
8. You must act ethically, represent your profession well, and maintain a good image of the health sector.
9. Stay focused on your training tasks. Do not get distracted by other topics, such as debating national identity or social traditions (this applies to social media too).
10. Do not share or use any data from your training site for anything outside of your work there.
11. You should participate in training programs and workshops to improve your skills, whether they are offered by the college or other approved places.
12. If you have been invited, you should take part in university events, conferences, or research. This will count toward your regular evaluations.

Training Duration

The internship program commences in summer holyday, often in July, and spans one year (48 weeks) in four rotations:

- Health Information Management
- Information Technology or Data Analysis
- Quality Management
- Elective

Training Site Eligibility Criteria and Supervisor's Role

Training Site Eligibility Criteria

1. The selection of the healthcare institutions and departments should consider the structure of the Saudi healthcare systems and organizational levels (Primary, secondary, and tertiary) and cover the private and public sectors.
2. The organization should have adequate infrastructure, qualified staff, and operational capacity to provide effective supervision and meaningful practical training.
3. The training opportunities and assigned tasks should align with the program learning outcomes and support the development of professional and technical competencies.
4. The site should provide students with exposure to relevant healthcare workflows, health information systems, and digital health technologies appropriate to the specialization.
5. The organization should ensure a safe, professional, and ethical learning environment that complies with healthcare regulations, confidentiality, and patient privacy requirements.
6. The training site should demonstrate commitment to collaboration with the academic institution through student supervision, evaluation, communication, and continuous improvement activities.

Supervisor's Roles

1. Provide guidance, mentorship, and support to interns throughout their internship journey.
2. Assign projects and tasks that align with interns' skills and career goals, ensuring a well-rounded learning experience.
3. Offer regular feedback on interns' performance, highlighting strengths and areas for improvement.
4. Facilitate training opportunities and workshops to enhance interns' skills and knowledge.
5. Track interns' progress on projects and tasks, ensuring they meet project deadlines and objectives.
6. Encourage interns to integrate into the department's workflow and collaborate with team members effectively.

Internship Workflow Timeline

The internship process consists of a series of organized stages designed to prepare students for professional training and ensure effective coordination between the university, students, and training institutions. These stages begin prior to the internship semester and continue until the successful completion of the internship requirements.

1. Registration

Upon the release of Semester 7 results, the HIMT Department enrolls prospective interns into the university system. During the **first week of semester 8**, students are required to finalize their registration. This involves the online submission of the [From 2: Intern Information and Mandatory Documents](#) along with valid ID documents, Infection Control certificate and Hepatitis B vaccination certificate. These documents are essential to satisfy health and safety compliance for clinical and healthcare training environments.

2. Orientation

Within the first month of semester 8, students attend the internship orientation session. The orientation introduces students to internship policies, procedures, expectations, evaluation methods, and professional responsibilities. Students are also required to submit the [From 1: Declaration and Undertaking](#) to confirm their commitment to the internship regulations and professional conduct standards.

3. Placement

Following the orientation session, students have a two-week window to submit their [From 3: Internship Placement Preference](#). The department coordinates with healthcare organizations and training institutions to arrange suitable training opportunities and confirm student placements.

4. Internship Rotations

At the start of each rotation, students must submit online the [From 4: Rotation Commencement](#). Throughout the placement, students are expected to adhere to professional and ethical standards, actively participate in departmental activities, complete assigned tasks, and maintain regular communication with supervisors and faculty coordinators.

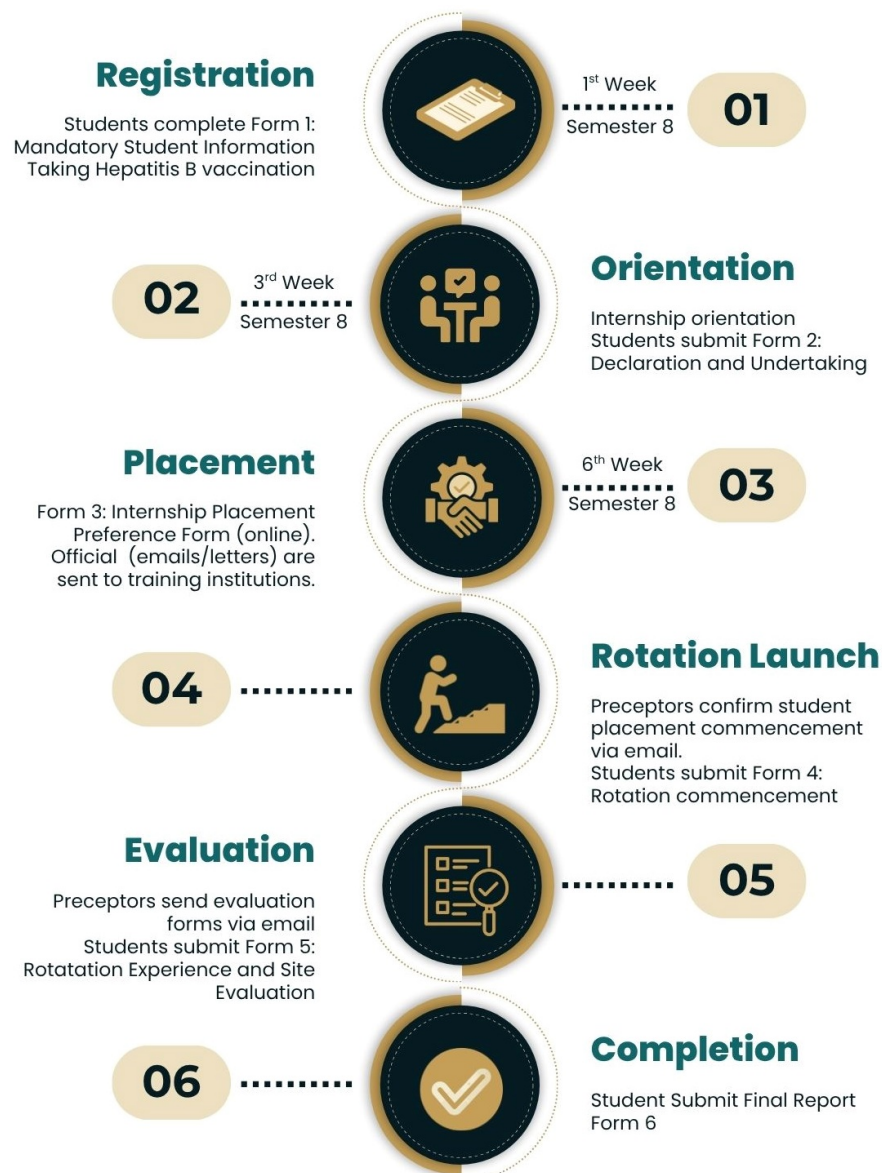
5. Evaluation and Follow-Up

Student performance is evaluated throughout the internship period by training supervisors. Evaluation includes assessment of professional behavior, participation, technical competencies, attendance, and achievement of learning outcomes ([Appendix 1: Evaluation Form](#)). Students are

also expected to provide feedback regarding their training experience and training sites through the **Form 5: Rotation Feedback**.

6. Completion

At the end of the internship program, students submit the **Form 6: Internship Final Report**. Successful completion of these requirements marks the conclusion of the internship program.



Internship Policy and Procedures

General Absence Rules

Interns entitled **5 days** Leave of Absence, however, if you exceed the allowed leave limit, you must make up the missed days before finishing your training:

1. **Excused Absence:** you make up **1 day** for every 1 day missed.
2. **Unexcused Absence:** you make up **2 days** for every 1 day missed.
3. **Termination:** the college can cancel your training if you are absent for 5 working days without a good reason or if you break the rules.
4. **Repeating the Program:** You must repeat the entire training period if your absences exceed **2 days** (excused) or **1 day** (unexcused) in a **single** month.
5. **Professional Dismissal:** If a training center stops your training for professional or ethical reasons, your contract there ends. You are responsible for finding a new training site (should be approved by the college), and you must make up for the time you were suspended.

Types of Leaves

All leave requests must be submitted electronically via **MS-TEAMS (Approvals - Leave of Absence)**.

1. Emergency Leave

- a. Five days total per year.
- b. Must get college approval first, then notify the training site.
- c. You do **not** need to make up these days.

2. Sick Leave

- a. Only official medical reports from the Sehhaty platform are accepted.
- b. Must get college approval and notify the training site.
- c. You **must make up** for these days at the end of your training.
- d. If you have been sick for more than a month, the college will review your case specifically.

3. Maternity Leave

- a. Female interns entitled for **1 month** of maternity leave.
- b. It must be taken all at once (continuous).
- c. Starts from the birth date (or slightly before with a medical report).
- d. You **must make up** this month at the end of your training.

4. Marriage Leave

- a. Granted only once (**2 weeks**) and must be taken all at one.
- b. Requires prior approval from both the college and the training site.

- c. Must be requested at the end of a training rotation, not in the middle of one.
- d. You **must make up for** these 2 weeks at the end of your training.

5. Bereavement Leave

- a. Interns have the right to leave for **5 days** for the death of a first-degree relative.
- b. Female trainees whose husbands pass away receive the standard "Iddah" leave per Saudi Labor Law.
- c. You do **not** need to make up these days at the end of your training.

6. Educational Leave

- a. **5 days** total per internship.
- b. For attending conferences, workshops, or official university/government activities.
- c. Requires prior approval from the college and the training site.
- d. Requirement: You must provide "proof of attendance" after you return. If you don't, it counts as an unexcused absence.
- e. You **must make up for** these days at the end of your training.

Changing the Training Plan

1. You are not allowed to change your training plan unless there is an urgent emergency. This requires approval from the Training and Internship Unit.
2. If you change your plan without official approval, that training period will be canceled, and you will have to repeat it.
3. If you need to request a change for any training period, you are responsible for getting approval from both the training site and the college.
4. This must be done at least **one month** before the training starts.
5. Requests must be submitted via **MS-TEAMS (using the Internship Plan Modification Form)**.
6. **Site Cancellations:** If a training site cancels your placement later, you must find a replacement site yourself. Any time lost during this gap must be made up at the end of your internship year.

Deferral (Postponing Training)

1. If you need to postpone your training, you must coordinate with the internship coordinator at least **one month** before your start date, unless it is a sudden emergency.
2. **Delayed Start:** You can delay the start of your internship year for up to **30 days**, but you must provide proof of why you need the delay. The Internship and Training Unit will review special cases individually.
3. **How to Apply:** Submit your request through **MS-TEAMS using Deferral Form**.
4. **Graduation Delay:** If you postpone, your graduation/completion date will be pushed back by the same number of days. You are responsible for any consequences of this delay.
5. **Required Proof:** For health or family reasons, you must submit an official request and attach supporting documents (like medical reports).
6. **Full Rotation Deferral:** Postponing for health or family reasons usually applies to a full training block (one specific specialty rotation).
7. **Resuming Training:** Once your deferral is approved, you must email the college at least one month before you want to come back. This is to confirm your training plan.
8. **Long Deferrals (Over a Month):** If you postpone for a long time, you will have to make up for those days whenever a spot becomes available. Please note that new students have priority for placements.

Disciplinary Penalties

1. You must follow all the rules. If you break any ethical or professional rules set by the training site or the college, the Internship and Training Unit has the right to penalize you.
2. **Written Warning:** You may receive a formal written warning letter.
3. **Repeating the Program:** In serious cases, you might be required to repeat the entire internship year.
4. If you are forced to repeat any part of your training as a penalty, you will not receive your internship allowance (monthly pay) during that repeat period.
5. **Notification:** Internship and Training Unit will inform you of any disciplinary decision within two weeks of it being made.
6. **Serious Misconduct:** If the issue involves bad behavior, dishonesty, or breaking medical ethics, the Internship and Training Unit will investigate. They will then send a report to the Dean of the college, who will take final action based on university rules.
7. **Suspension by Training Site:** If your training site stops you from working for any reason, the college will also suspend your training and stop your pay immediately. Your case will then be reviewed by the College Council to decide the appropriate penalty.

Evaluation of Interns

1. **Who Evaluates You:** the performance of interns will be graded by the supervisors at your training site.
2. **Final Approval:** the final grade is approved by the site supervisors based on their specific rules and health informatics program requirements.
3. **Attendance Requirement:** the evaluation form will only be accepted if your absences are within the allowed limits mentioned earlier in this guide.
4. **Passing Grade:** intern must score at least **80%** in all evaluations to pass the internship.
5. **How to Submit:**
 - a. Evaluations should be sent **electronically** from the training site's official email to the internship coordinator at: hi-training@kuf.edu.sa
 - b. If electronic sending isn't possible, the paper form must be stamped and placed in a sealed envelope. You must deliver this to the internship coordinator within **5 working days** after your training period ends.

Enrollment Letter

At any time during the internship, students can get an official letter stating that they are currently an intern. They can get this through the Deanship of Admission and Registration.

Internship Certificate Requirements

To get your certificate, you must meet the following conditions:

1. **Time Completion:** intern must finish the full internship of 12 months.
2. **Passing Grades:** intern must pass all the evaluations in his/her training plan.
3. **Documentation:** the intern must complete and submit everything in his/her internship file, including rotation reports (online) and the final internship report (online).
4. **Clearance:** the interns must complete the formal "Clearance" process through the university's Admission and Registration systems.

Internship Rotations

This section outlines the purpose and structure of the internship, providing prospective interns with essential information about what to expect during their time with the organization. This section highlights the program's goals, duration, and eligibility criteria, offering a comprehensive overview to help individuals make informed decisions about participating.

The internship program is composed of four rotations as the following:

Rotation 1	Rotation 2	Rotation 3	Rotation 4
HIM	IT OR Data Analysis	Quality	Elective
3 Months	3 Months	3 Months	3 Months

Health Information Management

Duration: 3 Months

Overview:

This rotation provides interns with practical experience in Health Information Management (HIM) departments, with emphasis on medical records operations, Clinical Documentation Improvement (CDI) and coding processes. Interns will participate in core HIM workflows including patient registration, record completion analysis, documentation review, coding support, and reporting activities while maintaining confidentiality and information governance standards.

Competencies:

1. Apply patient registration, admission, transfer, and discharge workflows.
2. Manage the storage, retrieval, tracking, and retention of medical records.
3. Perform quantitative review of health records and identify documentation deficiencies.
4. Understand Clinical Documentation Improvement (CDI) processes and physician documentation requirements.
5. Apply basic medical coding principles using ICD and related classification systems.
6. Generate and validate hospital statistical and HIM reports.
7. Maintain confidentiality, privacy, and information security standards in handling health records.
8. Use health information systems and EHR platforms in HIM operations

Tasks:

1. Patient Registration and Front-End HIM Operations

- 1.1. Participate in patient registration workflows.

- 1.2. Verify patient demographic and insurance information.
- 1.3. Follow admission, transfer, and discharge procedures.
- 1.4. Use EHR/HIS systems during registration activities.

2. Medical Record Management

- 2.1. Retrieve, track, and file medical records using approved filing systems.
- 2.2. Apply record retention and confidentiality policies.
- 2.3. Identify incomplete or misplaced records and report deficiencies.
- 2.4. Use electronic document management systems where available.
- 2.5. Validate data accuracy before reporting.
- 2.6. Generate basic HIM statistical reports.
- 2.7. Calculate selected hospital indicators such as census and occupancy rates.
- 2.8. Assist in preparing reports for operational or quality purposes.
- 2.9. Process requests for release of information according to hospital policy.
- 2.10. Apply confidentiality and privacy regulations during record handling.
- 2.11. Verify authorization requirements before information disclosure.

3. Clinical Documentation Improvement (CDI) & Record Analysis

- 3.1. Review health records for completeness and documentation deficiencies.
- 3.2. Participate in CDI review activities under supervision.
- 3.3. Communicate missing or unclear documentation through approved escalation channels.
- 3.4. Monitor physician authentication and record completion status.
- 3.5. Conduct quantitative and qualitative record review activities.

4. Coding & Classification

- 4.1. Review clinical documentation for coding purposes.
- 4.2. Assign basic ICD codes under supervision.
- 4.3. Use coding software and encoder tools where available.
- 4.4. Escalate unclear documentation or coding issues appropriately.

Information Technology

Duration: 3 Months

Overview:

This rotation provides interns with practical exposure to healthcare information technology environments, including health information systems, technical support operations, system implementation activities, and healthcare IT workflows. Interns will participate in system support, workflow analysis, reporting, and user support activities within healthcare organizations.

Competencies:

1. Understand healthcare IT infrastructure and HIS architecture.
2. Provide basic technical and user support for healthcare systems.
3. Assist in system implementation, testing, and configuration activities.
4. Perform basic database querying and reporting tasks.
5. Apply cybersecurity and data protection principles in healthcare systems.
6. Participate in workflow analysis and system evaluation activities.
7. Support user training and system adoption activities.

Tasks:

1. Observe healthcare IT infrastructure and system workflows.
2. Assist help desk and user support activities.
3. Participate in HIS/EHR testing and troubleshooting.
4. Generate simple SQL queries and reports.
5. Assist in system evaluation and user feedback collection.
6. Participate in workflow mapping and process analysis.
7. Support user training sessions for healthcare systems.
8. Follow cybersecurity and access control policies.

Data Analysis

Duration: 3 Months

Overview:

This rotation provides interns with practical experience in healthcare data analysis, dashboard reporting, data validation, and performance monitoring. Interns will work with operational, clinical, or quality datasets to support healthcare decision-making.

Competencies:

1. Collect, clean, and validate healthcare datasets.
2. Perform descriptive analysis using healthcare data.
3. Generate dashboards and visual reports.
4. Interpret healthcare indicators and trends.
5. Use spreadsheet or business intelligence tools for reporting and analysis.
6. Maintain data confidentiality and governance standards.

Tasks:

1. Extract and organize healthcare datasets.
2. Clean and validate data before analysis.
3. Generate charts, summaries, and dashboards.
4. Calculate operational and quality indicators.
5. Assist in preparing periodic reports.
6. Present findings to supervisors or departments.
7. Use tools such as Excel, Power BI, SQL, SPSS, or similar platforms.

Quality Management

Duration: 3 Months

Overview:

This rotation introduces interns to healthcare quality management and patient safety practices within healthcare organizations. Interns will participate in quality monitoring, reporting, accreditation preparation, and quality improvement activities.

Competencies:

1. Understand healthcare quality and patient safety structures.
2. Monitor and report healthcare quality indicators.
3. Participate in quality improvement activities.
4. Conduct basic workflow and process analysis.
5. Prepare quality reports and presentations.

Tasks:

1. Collect and validate quality indicator data.
2. Assist in preparing quality dashboards and reports.
3. Participate in audits and accreditation preparation activities.
4. Observe incident reporting and patient safety workflows.
5. Participate in workflow mapping and process improvement discussions.
6. Attend quality committee meetings when possible.
7. Support accreditation and compliance activities.
8. Use Excel or dashboard tools for reporting.

Elective

Duration: 3 Months

Overview:

This rotation allows interns to gain specialized practical experience in an area aligned with their interests and career goals within healthcare organizations. Students may select one elective area based on training site availability and departmental approval. The program highly recommends the Revenue Cycle Management (RCM) track due to its strong alignment with health informatics practice, healthcare operations, health insurance workflows, and healthcare data utilization.

Students may complete their elective rotation in one of the following areas:

1. Revenue Cycle Management (RCM) – Recommended

Overview:

This rotation provides exposure to healthcare financial operations, insurance workflows, claims management, reimbursement processes, and NPHIES-related activities.

Suggested Tasks:

1. Observe billing and claims management workflows.
2. Review claim submission and reimbursement processes.
3. Assist in insurance eligibility verification and authorization procedures.
4. Monitor denied or rejected claims and identify common causes.
5. Participate in NPHIES-related workflows.
6. Generate simple financial or operational reports.
7. Observe coding and billing integration processes.
8. Assist in revenue cycle performance monitoring activities.

2. HIS Vendor

Overview:

This rotation provides exposure to healthcare software vendors and Health Information System (HIS) implementation environments, including system support, training, testing, and client communication activities.

Suggested Tasks:

1. Participate in HIS implementation or support activities.
2. Assist in system testing and issue documentation.
3. Observe system configuration and workflow customization processes.
4. Support user training sessions and user acceptance testing.
5. Document system issues, enhancement requests, and user feedback.
6. Assist in preparing training materials or user guides.
7. Observe communication between healthcare clients and technical teams.

3. Primary Care Centers

Overview:

This rotation provides exposure to health informatics workflows within primary healthcare settings, including patient registration, appointment management, preventive care documentation, and operational reporting.

Suggested Tasks:

1. Participate in patient registration and appointment workflows.
2. Observe primary care documentation and EHR usage.
3. Assist in monitoring operational or preventive care indicators.
4. Support data entry and reporting activities.
5. Observe referral and follow-up workflows.
6. Participate in patient flow and scheduling activities.
7. Assist in generating simple reports related to clinic operations.

4. Patient Relations

Overview:

This rotation introduces interns to patient experience management, communication workflows, complaint management systems, and service quality monitoring within healthcare organizations.

Suggested Tasks:

1. Observe patient experience and feedback management processes.
2. Assist in documenting patient complaints and service requests.
3. Participate in patient satisfaction survey activities.
4. Support preparation of patient experience reports and dashboards.
5. Observe communication workflows between departments and patients.
6. Assist in tracking service improvement initiatives.

5. Medical Approvals

Overview:

This rotation provides exposure to insurance authorization and medical approval workflows, including eligibility verification, clinical documentation review, and payer communication processes.

Suggested Tasks:

1. Observe insurance approval and authorization workflows.
2. Assist in verifying insurance eligibility and coverage requirements.
3. Review required clinical documentation for approvals under supervision.
4. Track pending or delayed authorization requests.
5. Observe communication with insurance providers and clinical departments.
6. Assist in preparing approval status reports.

6. Health Education & Awareness

Overview:

This rotation provides experience in health education activities, awareness campaigns, patient education initiatives, and digital health communication within healthcare organizations.

Suggested Tasks:

1. Participate in health awareness campaigns and educational activities.
2. Assist in preparing educational materials and digital content.
3. Support data collection related to health promotion activities.
4. Observe patient education workflows and communication strategies.
5. Assist in preparing reports on awareness initiatives and participation metrics.
6. Participate in community outreach activities where applicable.

7. Research Centers (Hospitals or Universities)

Overview:

This rotation provides interns with exposure to healthcare research environments, including research data management, literature review support, data analysis activities, and research coordination processes.

Suggested Tasks:

1. Assist in organizing and managing research datasets.
2. Support data collection and data entry activities for research projects.
3. Participate in literature review and evidence gathering activities.
4. Assist in preparing tables, charts, or summaries for research reporting.
5. Observe research ethics and confidentiality procedures.
6. Support research documentation and project coordination activities.
7. Participate in statistical operations or analytical reporting under supervision.

Training Facilities

Training Facilities in Al-Ahsa

1. ATS
2. Al Afaleq Hospital for Primary Care
3. Al Jabr Eye and ENT Hospital
4. Al-Ahsa Health Cluster
5. Al-Jafr General Hospital
6. Al-Mana Hospital – Al Ahsa
7. Al-Omran General Hospital
8. Dallah Hospital – Al-Ahsa
9. King Abdulaziz Hospital (National Guard)
10. King Fahd Hospital – Al Ahsa
11. King Faisal General Hospital
12. Maternity and Children's Hospital – Al Ahsa
13. Mental Health Hospital
14. Ministry of Health Branch – Al-Ahsa
15. Oyun City Hospital
16. Prince Saud bin Jalawi Hospital
17. Prince Sultan Cardiac Surgery Center

Training Facilities in Eastern Province

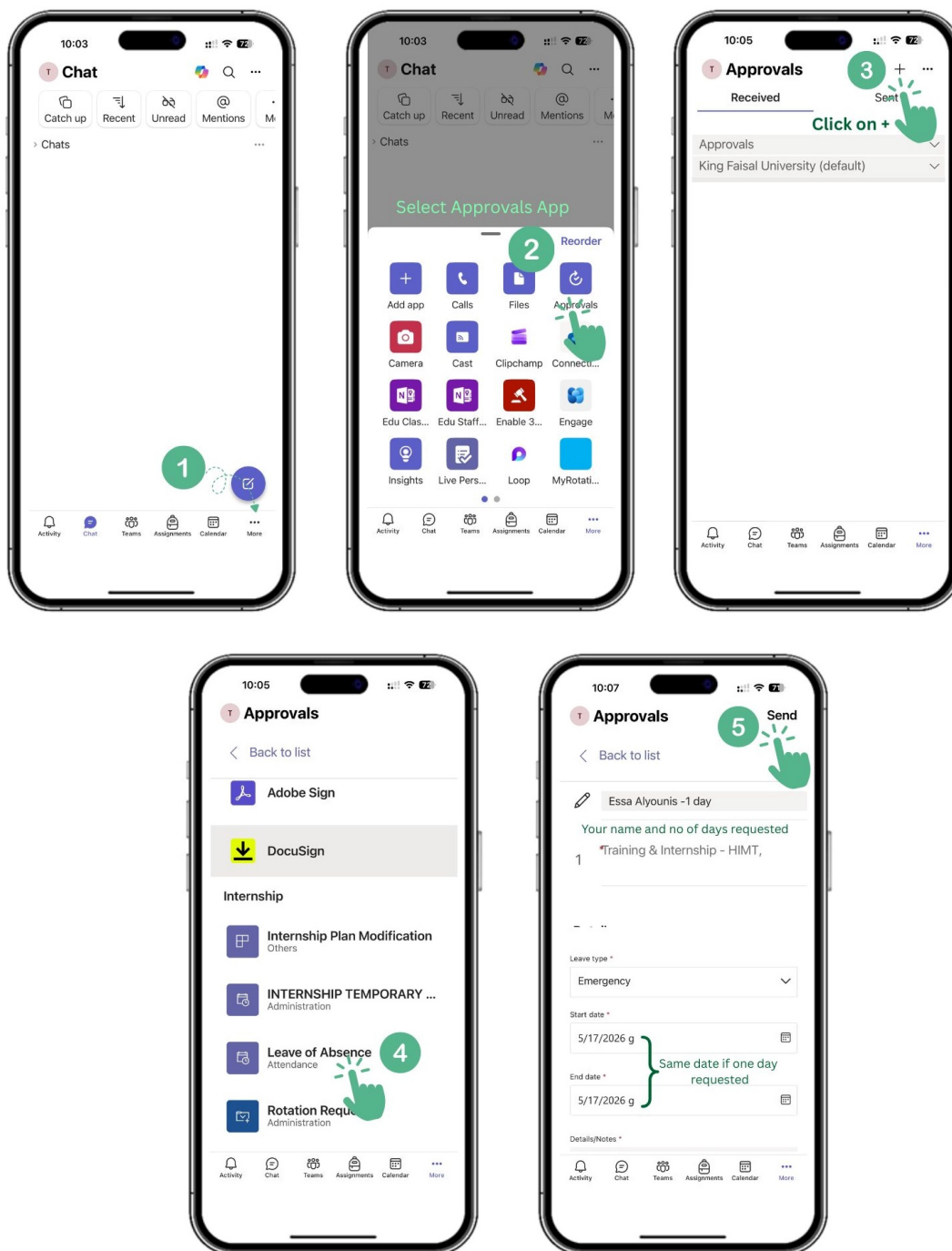
1. Al-Borj Medical Hospital – Dammam
2. Al-Mana Hospital
3. Armed Forces Air Base Hospital – Dhahran
4. CMRC
5. Dallah Hospital – Al Khobar
6. Dr. Sulaiman Al-Habib Hospital
7. Eastern Province Health Cluster
8. Imam Abdulrahman Al-Faisal Hospital (National Guard)
9. JHAH
10. KFU Medical Clinics Complex
11. Maternity and Children's Hospital – Dammam
12. King Fahd Military Medical Complex
13. King Fahd Specialist Hospital
14. King Fahd University Hospital
15. Qatif Central Hospital

16. RAM Clinic – SCECO
17. Royal Commission Hospital – Jubail
18. Saudi German Hospital
19. Security Forces Hospital

Training Facilities in Riyadh

1. Council of Health Insurance
2. Cloud Solutions
3. King Fahd Medical City
4. King Faisal Specialist Hospital
5. LEAN
6. Ministry of Health Command and Control Center
7. National Center for Health Informatics
8. Virtual Health Hospital

Approvals Manual



Appendices

Appendix 1: Evaluation Form

Intern Name:						
Supervisor Name:						
Training Site Name:		Department:				
Training Start Date:	/	/	Training End Date:	/	/	
No. of Days Absent:						
WORK PERFORMANCE						
Items	6	7	8	9	10	N/A
A) Professional and Interpersonal Competencies						
1 The intern adheres to attendance requirements and work schedules.	☐	☐	☐	☐	☐	☐
2 The intern demonstrates professional behavior, ethical conduct, and confidentiality.	☐	☐	☐	☐	☐	☐
3 The intern communicates effectively and works responsibly with healthcare staff.	☐	☐	☐	☐	☐	☐
4 The intern demonstrates initiative in completing assigned tasks independently.	☐	☐	☐	☐	☐	☐
B) Technical and Applied Competencies						
5 The intern demonstrates adequate knowledge and applies it effectively in practice	☐	☐	☐	☐	☐	☐
6 The intern uses health information systems and digital tools accurately.	☐	☐	☐	☐	☐	☐
7 The intern completes assigned tasks with competence, reliability, and quality.	☐	☐	☐	☐	☐	☐
C) Analytical and Developmental Competencies						
8 The intern analyzes problems and adapts effectively to workplace challenges.	☐	☐	☐	☐	☐	☐
9 The intern actively seeks learning opportunities and responds positively to feedback.	☐	☐	☐	☐	☐	☐
10 The intern demonstrates continuous improvement throughout the rotation.	☐	☐	☐	☐	☐	☐
Overall Evaluation				/ 100		
Supervisor Comments:						
Supervisor Signature:			Date:			
Intern Signature:			Official Seal:			

Please email this form to hi-training@kfu.edu.sa

Appendix 2: Evaluation Rubric

Items	6 - Poor	7 - Fair	8 - Good	9 - Very Good	10 - Excellent
Item 1: Attendance and punctuality	Inconsistent attendance; requires reminders	Frequent minor lateness but generally compliant	Occasionally late but maintains acceptable attendance	Rarely late, full attendance with minimal justified absence	Always punctual, never absent without valid reason
Item 2: Professional behavior, ethics, and confidentiality	Noticeable issues in professionalism or confidentiality awareness	Acceptable behavior but inconsistent professionalism	Generally professional with occasional reminders	Very strong professionalism with rare minor issues	Consistently exemplary professional conduct and strict confidentiality
Item 3: Communication and teamwork	Weak communication affecting teamwork or task flow	Basic communication; requires improvement in teamwork engagement	Adequate communication and teamwork with occasional gaps	Strong communication with minor issues in complex situations	Communicates clearly and collaborates effectively in all situations
Item 4: Initiative in task completion	Passive; rarely takes initiative without prompting	Limited initiative; depends on guidance for most tasks	Shows initiative but sometimes waits for instruction	Frequently proactive with minimal supervision required	Consistently proactive; completes tasks independently and anticipates needs
Item 5: Knowledge application	Limited ability to apply knowledge in practice	Basic application with frequent guidance needed	Adequate application of knowledge	Strong application with minor gaps	Excellent integration of knowledge into practice
Item 6: Use of health information systems/tools	Struggles to use systems effectively	Basic use with frequent support needed	Competent use with occasional assistance	Very competent with minor errors	Expert and efficient use of systems and digital tools
Item 7: Task competence and quality	Frequent errors affecting task completion	Work requires review and correction	Acceptable quality with some errors	High-quality work with rare minor errors	Work consistently accurate, high quality, and reliable
Item 8: Problem solving and adaptability	Difficulty analyzing or adapting to tasks	Limited problem-solving; needs support	Adequate analytical ability and adaptability	Strong problem-solving with minor guidance	Highly analytical and adapts effectively to all situations
Item 9: Learning initiative and feedback response	Rarely uses feedback or seeks learning opportunities	Occasionally applies feedback but inconsistently	Accepts feedback and shows moderate improvement	Responsive to feedback and frequently seeks improvement	Actively seeks learning opportunities and applies feedback immediately
Item 10: Continuous improvement	No observable improvement or stagnation	Minimal improvement during rotation	Noticeable but moderate improvement	Strong improvement trend over time	Demonstrates consistent and clear improvement throughout rotation

Appendix 3: Attendance Sheet

Intern's Name:		National ID:	
Institution:		Start Date:	/ /
Department:		End Date:	/ /

Day	Date	Time In	Signature	Time Out	Signature	Comment
SUN	/ /	:		:		
MON	/ /	:		:		
TUE	/ /	:		:		
WED	/ /	:		:		
THU	/ /	:		:		

Day	Date	Time In	Signature	Time Out	Signature	Comment
SUN	/ /	:		:		
MON	/ /	:		:		
TUE	/ /	:		:		
WED	/ /	:		:		
THU	/ /	:		:		

Day	Date	Time In	Signature	Time Out	Signature	Comment
SUN	/ /	:		:		
MON	/ /	:		:		
TUE	/ /	:		:		
WED	/ /	:		:		
THU	/ /	:		:		

Day	Date	Time In	Signature	Time Out	Signature	Comment
SUN	/ /	:		:		
MON	/ /	:		:		
TUE	/ /	:		:		
WED	/ /	:		:		
THU	/ /	:		:		

Supervisor Name: **Signature:**

Appendix 4: Warning Form

Name of Intern:	
Number of Warning: () First () Second () Third	
Academic Number:	Date:
Please be informed that your intern has broken the following rule(s): ___ Uncooperative Attitude ___ Misbehavior ___ Dress Code Violation ___ Late Arrival ___ Unauthorized Absences ___ Leaving the Unit/hospital without informing the Preceptor ___ Others (Please Specify):	
Preceptor Name: Signature: Date:	Intern Name: Signature: Date:

Appendix 5: Leave Absence Application Form

Type of Leave: () Maternity () Emergency () Study/Conference () Sick () Marriage		
Complete the form below in English:		
Name:	ID Number:	
Academic Number:	Area of Assignment:	
Request Date:		
Reasons for Leave:		
Number of Days Applied:	From (Date):	To (Date):
Remaining Balance:		
Intern Remarks & Signature:		
Approval of Internship Coordinator:		
Name:		
Signature:		

Appendix 6: Internship Deferral Request

Name of Intern:		
ID Number:	Academic Number:	
Specialty:		
From (Date):	To (Date):	Number of Days:
Reason for suspension request <i>(Please attach support document):</i>		
Training Coordinator Opinion and Approval: ☐ Yes ☐ No		
Head of Department Approval: ☐ Yes ☐ No		
Head of Department Signature:		
Head of the Training and Internship Unit or Delegate Signature:		

Appendix 5: Internship Suspension Request

Name of Intern:	
ID Number:	Academic Number:
Commencement Date:	Completion Date:
Specialty:	
Current Training Site:	
Duration and date of suspension:	
Reason of suspension request:	
Training Coordinator Opinion and Approval: ☐ Yes ☐ No	
Head of Department Approval: ☐ Yes ☐ No	
Head of Department Signature:	

Forms

Form 1: Declaration and Undertaking



- I, the student whose information is stated below, undertake to commit to attending (40) working hours per week at the training site (full-time). I also undertake to comply with all rules and regulations followed by the training institution, including the color and style of the official uniform, observing public etiquette, maintaining professional ethics, and adhering to the ethical standards of medical conduct.

Furthermore, I undertake to preserve patient confidentiality and not to use patient data under any circumstances outside the scope of work. I acknowledge that if any improper or inappropriate behavior is committed by me, I will be subject to disciplinary action in accordance with the Internship Training Regulations for Male and Female Students at the College of Applied Medical Sciences, King Faisal University. I fully understand that such disciplinary action may include suspension of training, repetition of the entire training period, or dismissal on disciplinary grounds.

- I also undertake not to change the internship training period or training site, postpone the training period, or take leave without referring to the Training and Internship Unit at the College of Applied Medical Sciences. In the event of violating these rules and regulations, I shall be treated in accordance with the applicable bylaws and regulations followed by the College and the University.
- I, the student, undertake to provide the Training and Internship Unit at the College of Applied Medical Sciences with the official commencement letter immediately upon starting the training at the beginning of each training period. I acknowledge that this is my direct responsibility to ensure the disbursement and continuity of the internship stipend.
- I, the undersigned student, acknowledge that I have reviewed the Training and Internship Unit Manual of the College of Applied Medical Sciences at King Faisal University and agree to all the provisions stated therein.
- I, the undersigned student, acknowledge that I have read these terms and conditions and agree to all the provisions stated in this form.

Student Name	Signature	Date



From 2: Intern Information and Mandatory Documents

Section / Question #	Information Requested	Format / Type	Notes for Intern
Section 1	Personal Details		
1.1	Full Name in English	Short Text	Match your ID
1.2	Full Name in Arabic	Short Text	Match your ID
1.3	National ID	Number	Match your ID
1.4	Academic No	Number	Match your ID
1.5	Gender	Dropdown	Select from list
1.6	Date of Birth	Date	Gregorian
1.7	Mobile Number	Number	Format (10 digits)
1.8	Mobile Number	Number	Format (10 digits)
1.9	Personal Email	Short Text	Email Format
1.10	GPA	Number	
1.11	Preferred Training Location	Dropdown	List of Cities
1.12	IBAN	Short Text	Format (SAxxx)
Section 2	Documents		
2.1	National ID Document	File	IMAGE
2.2	Infection Control Certificate	File	IMAGE
2.3	Vaccinations Certificate	File	IMAGE
2.4	Consent	File	IMAGE



From 3: Internship Placement Preference

Section / Question #	Information Requested	Format / Type	Notes for Intern
Section 1	Intern Information and Rotations Preferences		
1.1	National ID	Number	Match your ID
1.2	GPA	Number	
1.3	Do you prefer to have the first two rotations at the same training site?	YES/NO	
Section 2	Rotation 1 Preferences		
2.1	First Choice of Training Site	Dropdown	High Priority
2.2	Second Choice of Training Site	Dropdown	Medium Priority
2.3	Third Choice of Training Site	Dropdown	Low Priority
Section 3	Rotation 2 Preferences		IF No for (1.3)
3.1	First Choice of Training Site	Dropdown	High Priority
3.2	Second Choice of Training Site	Dropdown	Medium Priority
3.3	Third Choice of Training Site	Dropdown	Low Priority



From 4: Rotation Commencement

Section / Question #	Information Requested	Format / Type	Notes for Intern
Section 1	Rotation Information		
1.1	Rotation Name	Dropdown	
1.2	Start Date	Date	
1.3	End Date	Date	
Section 2	Institution and Supervisor Information		
2.1	Training Center Name	Dropdown	
2.2	Address	Short Text	City name
2.3	Department Name	Short Text	Official Name
2.4	Supervisor Name	Short Text	
2.5	Supervisor Email	Short Text	E-mail Format
2.6	Supervisor Phone/Mobile	Number	
Section 3	Confirmation and Acknowledgment		
3.1	Did you meet your supervisor on your first day?	Yes/No	
3.2	Date of Commencement	Date	First day at training site
3.3	I certify that I was present at the internship site on the date specified above and that all information provided is true and accurate.	Checkbox	



From 5: Rotation Feedback

Section / Question #	Information Requested	Format / Type	Notes for Intern
Section 1	Rotation Information		
1.1	Rotation Completed	Dropdown	
1.2	Training Site Name	Dropdown	
1.3	Start Date	Date	
1.4	End Date	Date	
Section 2	Training Site and Rotation Evaluation		Lickert Scale: 1 (Low), 5 (High)
2.1	The knowledge and skills I acquired in the academic courses adequately prepared me for this rotation.		
2.2	The institution provided a clear orientation at the beginning of the rotation.		
2.3	The rotation objectives and tasks were clearly defined.		
2.4	Staff at the institution were cooperative and supportive.		
2.5	I was provided with meaningful tasks and responsibilities.		
2.6	I had access to the necessary resources and tools to complete my tasks.		
2.7	The institution provided a positive and professional work environment.		
2.8	I received constructive feedback on my performance.		
2.9	I had opportunities to apply my academic knowledge in a real-world setting.		
2.10	Overall, I am satisfied with my experience at this institution.		
2.11	Would you recommend this institution as a placement site for future		
Section 3	Supervisor Evaluation		Lickert Scale: 1 (Low), 5 (High)
3.1	My supervisor was available and approachable when needed.		
3.2	My supervisor provided clear guidance and instructions.		

3.3	My supervisor offered constructive feedback to improve my performance
3.4	My supervisor encouraged me to take on new responsibilities and challenges.
3.5	My supervisor demonstrated professionalism and effective communication.
3.6	Overall, I am satisfied with the support and mentorship provided by my supervisor.
Section 4	Open-Ended Question
4.1	What aspects of this rotation did you find most valuable?
4.2	What challenges did you experience during this rotation, and how were they addressed?
4.3	Do you have any suggestions for improving the student experience at this institution?
4.4	In what ways did your academic coursework help you during this rotation?
4.5	Are there any topics or skills you wish had been covered more thoroughly in the courses to better prepare you for this rotation?



From 6: Internship Final Report

Section / Question #	Information Requested	Format / Type	Notes for Intern
1	Report File	File	PDF

Final Internship Report Guidelines

Interns are required to submit one comprehensive final report at the end of the entire internship period. The report is intended to provide a reflective overview of the intern's overall training experience across all completed rotations. It should demonstrate the nature of the work performed, the practical skills and knowledge acquired, and the contributions made within professional healthcare environments.

Contents of the Final Internship Report

The final report should include the following for each completed rotation:

- An overview of the department or unit where the rotation was completed.
- A description of the tasks, responsibilities, and activities carried out during the rotation.
- Tools and software that are used to accomplish the tasks.
- Challenges or limitations experienced throughout the training period.
- Attachments and visual evidence.
- Site Evaluation.

At the end of the report interns should provide overall reflection, recommendations for improvements and optional attachments to support the content.

Submission Requirements

1. Interns are required to submit a single PDF final report covering all internship rotations at the conclusion of the internship program.
2. The report should not exceed twenty pages, excluding the cover page and attachments.
3. The report must be submitted to the Internship Committee according to the deadline specified by the internship coordinator.
4. Interns should follow the approved report [template](#) provided by the department.
5. No confidential information belonging to the training site has been disclosed.
6. Any screenshots, images, files, or materials related to the training site may only be included after obtaining prior approval from the organization.