

# HEALTH LAW EXTERNSHIP GUIDE

To provide health law students with opportunities for practical, hands-on experiences, the Beazley Institute offers many externship opportunities in the Chicago area. Externship sites include health care providers, associations, government agencies, and non-profit agencies. Health law externships are available to all J.D. and LL.M. students and can be completed either for credit or on a volunteer basis. Carefully read the guidelines below for more details about your degree program's externship requirements. Externships generally run for the length of each semester or term (fall semester, spring semester, or summer). Plan to apply for an externship the term prior to your desired start.

## Eligibility Requirements

### *J.D. Students – Externship for Credit*

J.D. students seeking credit for a health law externship experience are subject to the School of Law's Externship Requirements. For externships outside a judicial setting, only those students who have completed 51 credit hours are eligible to earn a 711 license and earn course credit.\* Any J.D. student wishing to receive credit for their externship experience must follow the school's application process, which is administered by Associate Dean James Faught. Details are available at [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html). J.D. students seeking credit for a health law externship should consult the health law site and placement information contained in this packet and consult with Megan Bess, Beazley Institute Assistant Director, to apply. *The remaining procedures, policies, and forms in this packet do NOT apply to J.D. students earning credit.*

### *J.D. Students – Volunteer Internship*

All J.D. students are eligible to complete a health law internship on a volunteer basis. The Beazley Institute recommends that first year students wait until their second semester to begin seeking positions for the summer following their first year. A voluntary internship is an excellent way for students interested in health law to gain experience in the field.

### *LL.M. Students*

Students enrolled in the full-time LLM program are required to complete an externship for 1-3 credits. LLM students are encouraged to complete their externship in the fall semester, although LLM students may complete their experience in the spring semester or over the course of the entire year.

For LLM students, each credit hour requires approximately 55 hours of work at the externship site (1 credit=55 hours, 2 credits=110 hours, and 3 credits=165 hours). This means that over the course of the semester a student should plan to work approximately 4 hours per week per credit hour (4 hours per week for 1 credit, 8 hours per week for 2 credits, and 12 hours per week for 3 credits).

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\* Any J.D. student may apply for a judicial externship for credit. The information in this packet only applies to non-judicial health law externships.

### **Step 1: Determining Site Preferences and Goals**

Any student seeking a health law externship should complete the attached Health Law Externship Application Form during the semester prior to their desired externship.\* Students should determine their externship goals and desired experiences and describe them in detail on the application form. Additionally, students should review the health law externship site descriptions and determine their top sites of interest. Descriptions of the specific sites listed below can be found in the Appendix to the packet and also on the Beazley Institute's website at [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html). Students are also encouraged to suggest alternative sites to Beazley Institute faculty and staff. All students are encouraged to consult with Beazley Institute Assistant Director Megan Bess, Professor John Blum, Professor Lawrence Singer, or Professor Barbara Youngberg to receive assistance in determining their goals and site preferences.

Placements are made on a first come, first served basis. While placements may be made during the first part of a semester to earn credit during that semester, many spots fill up in advance. The Beazley Institute cannot guarantee externship spots at any externship site and encourages students to be proactive in seeking externships at new sites or other agencies of interest.

### **Step 2: Preparing Application Materials**

After receiving the application form, Beazley Institute faculty and staff will offer each student feedback on site preferences. Once students receive this feedback they may make their final site selections and should prepare application materials for their top 3 sites. Students should consult each site's description and guidelines for instructions on preparing and submitting materials. *It is critical that students follow the instructions for each site's application materials and submit materials as stated in the site's description.*

### **Step 3: Externship Placement Acceptance and Registering for Credit**

Externship sites expect students to accept placement offers and the Beazley Institute requires that students accept their first externship offer unless otherwise approved by Megan Bess. After accepting an externship offer, students must complete the attached Externship Acceptance Form and obtain the signature of their externship supervisor. Students should discuss with their supervisor the projects and goals of their externship placement and agree on the schedule and duration of the externship.

To register for credit, LLM students must submit both the acceptance form and the Graduate Legal Studies Course Approval Form, available at <http://www.luc.edu/law/academics/register/spring/docs/graduate.pdf> to Megan Bess.

### **Step 4: Externship Evaluations**

Students are responsible for distributing 2 evaluation forms to their site supervisors: the Health Law Externship Mid-Term Evaluation Form and the Health Law Externship Final Evaluation Form. Both are included in this packet. Supervisors may contact the Beazley Institute for assistance or with questions regarding the forms. Students must complete the Health Law Externship Student Evaluation Form upon completion of their externship. Externship credit will not be awarded until this form is received.

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\* J.D. students wishing to earn credit for their externship experience should fill out this form for placement assistance only. These students must also complete all necessary paperwork through Dean Faught to enroll for credit.

## Health Law Externship Sites

For detailed information and application instructions for each site consult the attached Appendix or visit [http://www.luc.edu/healthlaw/current\\_students/externships.html](http://www.luc.edu/healthlaw/current_students/externships.html).

Access Living of Metropolitan Chicago  
Advocate Health Care General Counsel  
Advocate Health Care Corporate Compliance  
American Dental Association  
American Medical Association  
Centers for Medicare and Medicaid  
Chicago Department of Public Health  
Children's Memorial Hospital  
Cook County State's Attorney's Office  
Health and Disability Advocates  
Illinois Department of Public Health  
Illinois Department on Aging  
Illinois Office of the Attorney General  
Joint Commission on Accreditation

Legal Assistance Foundation  
Loyola University Health System  
Northwestern Memorial Hospital  
PrimeSource Healthcare Systems  
Provena Health  
Rehabilitation Institute of Chicago  
Resurrection of Health Care  
Rush University Medical Center  
Sinai Health System  
University of Chicago Hospitals  
University HealthSystem Consortium  
University of Illinois Medical Center  
Health and Human Services Civil Rights  
Health and Human Services General Counsel

## HEALTH LAW EXTERNSHIP APPLICATION FORM

All students seeking a health law externship must complete this form and submit it to the Assistant Director of the Beazley Institute, suite 1400. This form should be submitted during the semester or term PRIOR to the externship term.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_ For Credit? Y / N

### EXTERNSHIP SITE PREFERENCES

(From our list of potential externship sites, list sites of particular interest to you)

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### EXTERNSHIP GOALS /AREAS OF INTEREST

(Please check all that apply and use the space below to elaborate on goals and experiences sought.)

- Conducting legal research to respond to provider or staff questions
- Legal writing projects (general)
- Gain transactional experience analyzing contracts and other business agreements
- Drafting interpretive memos detailing new health care policy or reform activities
- Evaluating state or federal government regulation
- Attending health care facility meetings to gain an understanding of what a person with my career goals would do and gain a sense of the issues affecting health care professionals
- Work specifically in risk management and patient safety
- Understand the role of in-house counsel in a health care operation
- Gain an understanding of health care reimbursement and / or insurance
- Work in a health care compliance department to understand issues r/t fraud and abuse
- Understand the role of a health care membership association and the benefits they providers to members, these might include but are not limited to lobbying, focused education, development of guidance documents, etc.
- Work in pharma or device companies to understand issues related to FDA regulation and the process of device testing, human subject research and the consent and warning process

Additional goals or areas of interest:

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### HOURS & AVAILABILITY

(List the approximate hours per week you would like to work and the days/times that you are available.)

Do you have access to car if site not accessible by public transportation? YES NO

**For Internal Use Only** Date Received \_\_\_\_\_ Sites Contacted \_\_\_\_\_  
Placement \_\_\_\_\_ Registered \_\_\_\_\_ Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP ACCEPTANCE FORM

This form must be completed by the student and signed by the externship supervisor. Please submit to Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_

Registering for Credit?    YES    NO    Credit Hours Sought \_\_\_\_\_

Externship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

### EXTERNSHIP PROJECTS AND GOALS

(Supervisor and student should discuss projects and goals and summarize below.)

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### EXTERNSHIP HOURS AND DURATION

(Supervisor and student should discuss expected hours and duration and list below.)

Days/Hours: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### SIGNATURES

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Supervisor Signature & Date

**For Internal Use Only** Date Received \_\_\_\_\_ Registered \_\_\_\_\_

Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP MID-TERM EVALUATION FORM

This form should be completed by the externship supervisor halfway through the agreed duration. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

**To Externship Supervisor:** Please complete this mid-term evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: \_\_\_\_\_

Loyola Student Extern: \_\_\_\_\_

Supervisor Completing This Form: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

1) Has the extern's attendance been regular and punctual?      YES \_\_\_ NO \_\_\_

Comments:

2) On what projects has the extern worked?

3) Please comment on the quality of the extern's work. We appreciate your candid appraisal of the student's strengths and weaknesses.

4) Please note any changes you would like the extern to make during the second part of their experience.

Additional Comments:

\_\_\_\_\_  
**Supervisor Signature & Date**

**For Internal Use Only**    Date Received \_\_\_\_\_    Action \_\_\_\_\_

Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP FINAL EVALUATION FORM

This form should be completed by the externship supervisor at the end of the externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu), fax at 312-915-6212, or by mail at 25 E. Pearson Street Suite 1400 Chicago, IL 60611.

**To Externship Supervisor:** Please complete this final evaluation of your Loyola student extern. Discuss your feedback with the student extern and submit this to the Assistant Director listed above.

Externship Site: \_\_\_\_\_

Loyola Student Extern: \_\_\_\_\_

Supervisor Completing This Form: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Supervisor Phone: \_\_\_\_\_

1) How well did the student grasp the underlying principles and goals of the assigned work?

Excellent    1    2    3    4    5    Poor

Comments:

2) How well did the student display the necessary skills to complete the assigned work?

Excellent    1    2    3    4    5    Poor

Comments:

3) Rate the overall quality of the student's work.

Excellent    1    2    3    4    5    Poor

Comments:

4) Rate Loyola's externship program, including communication with you, responsiveness to concerns, etc.

Excellent    1    2    3    4    5    Poor

Comments:

5) How often did you meet with the student to review his/her work and/or provide feedback?

6) Would you hire another Loyola student extern in the future?

\_\_\_\_\_  
**Supervisor Signature & Date**

**For Internal Use Only** Date Received \_\_\_\_\_ Action \_\_\_\_\_

Notes \_\_\_\_\_

## HEALTH LAW EXTERNSHIP STUDENT EVALUATION FORM

This form should be completed by the student at the end of their externship term. This form should be returned to the Beazley Institute Assistant Director, Megan Bess, by email at [mbess@luc.edu](mailto:mbess@luc.edu) or fax at 312-915-6212.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Degree Program/Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Desired Semester \_\_\_\_\_

Are You Registered for Credit?    YES    NO    Credit Hours \_\_\_\_\_

Externship Site: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### ATTAINMENT OF GOALS

(Please briefly describe how/whether this externship allowed you to meet your externship goals.)

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Please rate the frequency of the following activities of your extern experience, with a rating of 0 indicating "never," 1 indicating "occasionally," 2 indicating "most of the time," and 3 indicating "always."

1) Legal research	0	1	2	3
2) Legal writing	0	1	2	3
3) Meetings with attorneys or coworkers	0	1	2	3
4) Meetings with your supervisor	0	1	2	3
5) Inclusion in department activities/meetings	0	1	2	3

### SITE FEEDBACK

(Please describe your overall experience at your site. Is this an experience you would recommend to other students? What would you change? Did your supervisor provide you with adequate feedback?)

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**Student Signature & Date**

**For Internal Use Only** Date Received \_\_\_\_\_ Credits Awarded \_\_\_\_\_  
Notes \_\_\_\_\_

## APPENDIX

### EXTERNSHIP SITE LISTINGS

#### **Access Living of Metropolitan Chicago**

Civil Rights Team  
115 W. Chicago Avenue  
Chicago, IL 60654  
312.640.2100

[www.accessliving.org](http://www.accessliving.org)

Access Living's mission is to enhance the opportunities of persons with disabilities to live individualized and satisfying lives. Access operates advocacy and service programs for a spectrum of disabilities, both physical and mental. It was one of the nation's first and is Chicago's only center for independent living. The Access Civil Rights Team enforces federal, state and local civil rights laws, including the Americans with Disabilities Act, the Fair Housing Act, Section 504 of the Rehabilitation Act, and related laws. Attorneys counsel persons with disabilities about their civil rights and provide representation in cases involving important disability rights issues, including: (1) fair housing matters involving reasonable accommodations/modifications or new construction; and (2) community-integration cases (challenging wrongful institutionalization of people with disabilities). Student externs can expect to assist with interviews, investigations, legal research and drafting legal documents. Access integrates externs into the day-to-day operations of the organization and they often participate in meetings, strategy sessions and related events.

**Instructions:** Access Living prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter addressed to Ken Walden, Managing Attorney, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Walking distance from law school.

#### **Advocate Health Care**

##### **Office of the General Counsel**

2025 Windsor Drive  
Oak Brook, IL 60523  
630.572.9393

[www.advocatehealth.com](http://www.advocatehealth.com)

Advocate Health Care is an organization of physicians and health care professionals dedicated to serving the health needs of individuals, families and communities in northern Illinois. Recognized as the leading

integrated health care delivery network in the United States, Advocate is a not-for-profit organization incorporated in 1995, but actually traces its beginnings back more than 100 years.

**Instructions:** Advocate prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter addressed to Gail Hasbrouck, General Counsel, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Site is in western suburbs; must have access to car.

### **Corporate Compliance Department**

1400 Kensington Road  
Oak Brook, IL 60523  
630.575.3200

[www.advocatehealth.com](http://www.advocatehealth.com)

Externs with Advocate's Corporate Compliance Department will conduct legal research and draft memoranda regarding the laws, regulations and government policies applicable to a variety of compliance-related issues. Externs will work with the Site Compliance Officers and Chief Privacy Officer to address issues of concern to their sites or areas of responsibility and assist the Vice President and Chief Compliance Officer with the review and possible revision of internal policies applicable to compliance.

**Instructions:** Advocate prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter addressed to Jeffrey Teske, Vice President & Chief Compliance Officer, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Site is in western suburbs; must have access to car.

### **American Dental Association**

Office of the General Counsel  
211 E. Chicago Avenue  
Chicago, IL 60611  
312.440.2500  
[www.ada.org](http://www.ada.org)

The ADA is the professional association of dentists committed to the public's oral health, ethics, science and professional advancement; leading a unified profession through initiatives in advocacy, education, research and the development of standards. ADA was founded August 1859, at Niagara Falls, N.Y., by 26 dentists representing various dental societies in the United States. The ADA today has more than 141,000 members 53 constituent (state-territorial) and 545 component (local) dental societies. It is the largest and oldest national dental association in the world.

**Instructions:** Interested students may submit their materials directly to the ADA to the attention of Tamra Kempf, Chief Legal Counsel, at the address listed above.

**Transportation:** Walking distance from law school.

## **American Medical Association**

515 N. State Street  
Chicago, IL 60610  
312.464.5000  
[www.ama-assn.org](http://www.ama-assn.org)

Founded more than 150 years ago, AMA's strategic agenda remains rooted in our historic commitment to standards, ethics, excellence in medical education and practice, and advocacy on behalf of the medical profession and the patients it serves. AMA's work includes the development and promotion of standards in medical practice, research, and education; strong advocacy agenda on behalf of patients and physicians; and the commitment to providing timely information on matters important to the health of America. The AMA strives to serve as the voice of the American medical profession. Being that voice is our mission.

### **Office of the General Counsel**

The Office of General Counsel (OGC) recruits law student externs to work at the AMA Headquarters in Chicago during the summer, fall, and spring academic semesters. Externships are unpaid but participants will receive course credit for their work in accordance with the requirements of their academic program.

Externs will have the opportunity to work with both health and corporate law attorneys while providing support for ongoing projects and initiatives within the OGC. Work will include health and corporate law matters, appropriate to divisional need, experience and the preference of the extern. Previous externs have had the opportunity to research and draft memorandum on various health and corporate law issues; interact with AMA physician members and AMA staff in diverse areas; attend educational sessions; and prepare briefs and other materials for litigation.

Law students in their second or third year, or students who are pursuing advanced legal degrees are preferred. Generally, the OGC accepts two externs per semester. Continuous placement opportunities are available. Summer externships are full-time, while fall and spring placements are part-time. Fall externships begin in late August/early September and the OGC accepts resumes starting April 1. Spring externships begin in late January/early February and the OGC accepts resumes starting October 1. Summer externships begin in late May/early June and the OGC accepts resumes starting January 15. Please indicate in your cover letter which term you are interested in.

**Instructions:** Interested students should submit their applications directly to the OGC. Candidates should submit a resume and cover letter (with an optional, 500 word-or-less writing sample to: Barney Cohen, Senior Division Counsel, Health Law Division, OGC, or Andrea Cooper-Finkle, Senior Division Counsel, Corporate Law Division, OGC, at 515 N. State Street, Chicago, IL 60654.

## **Advocacy Resource Center**

The Advocacy Resource Center (ARC) was created in 1997 as a partnership between the AMA and state medical associations. The ARC's mission is to enhance and advance the collective state legislative advocacy efforts of organized medicine. All state medical associations are members of the ARC.

**Instructions:** Interested students should submit their applications directly to the Advocacy Resource Center to the attention of Wes Cleveland.

**Transportation:** Walking distance from law school.

## **Centers for Medicare and Medicaid Services**

Department of Health and Human Services  
CMS-Region V Office  
233 N. Michigan Avenue, Suite 1600  
Chicago, IL 60601  
312.886.0945  
<http://cms.hhs.gov>

An exciting opportunity exists for an externship with the Centers for Medicare and Medicaid Services (CMS). CMS is the Federal agency charged with overseeing the Medicare and Medicaid programs, as well as other programmatic and regulatory responsibilities. A graduate-level extern is sought with an interest in regulatory, health, or public policy issues to work as a direct assistant to a Division Director in CMS's Chicago Regional Office. The work will expose the extern to issues related to Medicare, Medicaid, and Survey and Certification management. The extern's assignments will be varied, but may include: composing brief, analytical reports on emerging health care issues; researching and responding to Congressional inquiries; reviewing and analyzing settlement agreements and ALJ decisions; supporting senior staff in the oversight of managed care and claims processing contractors, States, and/or certified providers; reviewing documentation to root out fraud and abuse of CMS programs; and assisting the Division Director on special projects related to crafting operations policy for CMS staff and the ten CMS Regional Offices. An opportunity will exist to customize part of the extern's duties to articulated interests. CMS externships are for approximately 15 hours a week and are completed over the course of an academic semester. Within the guidelines established by CMS and the school, flexible scheduling can be arranged.

**Instructions:** Interested students may submit their materials directly to CMS or contact Megan Bess, Beazley Institute Assistant Director, for more information at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Walk or take CTA.

## Chicago Department of Public Health

Chicago Department of Public Health  
333 S. State Street, Room 200  
Chicago, IL 60604  
<http://egov.cityofchicago.org>

The Chicago Department of Public Health (CDPH) is the public health authority for the nation's third largest city. With an operating budget of nearly \$200 million and a workforce of just over 1,200 full-time employees, CDPH carries out a broad range of public health activities both directly and through contracts with other organizations and agencies that provide services on the Department's behalf.

The CDPH Office of Legal Affairs plays a critical role in furthering the Department's mission by providing useful, sound guidance on legal and policy issues affecting the Department's 17 programmatic areas, including women and children's health, HIV/AIDS, mental health, primary care, communicable disease, and bioterrorism/emergency preparedness. Activities include development and analysis of federal, state, and local legislation; assisting the Department's programs navigate myriad, often complex legal issues; ensuring compliance with federal mandates such as Medicare/Medicaid programs, HIPAA, and IRB requirements; oversight of the Department's policies and procedures; and identifying and mitigating risks. In addition, CDPH Legal facilitates many executive and administrative projects.

The CDPH Office of Legal Affairs seeks student externs who are interested in applying and enhancing strong analytical, written, and project management skills to the demands of a large, local public health agency. Recent graduates are also encouraged to apply. This is an unpaid internship providing up to 21 hours/week of experience for one semester.

**Instructions:** CDPH prefers to receive student applications through the Beazley Institute. Interested students should submit a resume, a cover letter addressed to Wendi Wright, and a writing sample to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Can take CTA.

## Children's Memorial Hospital

Legal Services Department  
2300 Children's Plaza, Box 261  
Chicago, IL 60614-3394  
773.880.3411  
[www.childrensmemorial.org](http://www.childrensmemorial.org)

A legal extern at Children's Memorial Hospital ("CMH") will participate in projects that span a variety of subject areas. In addition to being the only free-standing children's hospital in Illinois, CMH is the pediatric training ground for Northwestern University's Feinberg School of Medicine. CMH's affiliate, Children's Memorial Research Center, houses 150,000 square feet of bench research space. As a children's

hospital and teaching and research institution, CMH relies heavily on philanthropy, and the Children's Memorial Foundation is our fund-raising affiliate.

Because of the complexity of the CMH organization, our attorneys and externs have a highly diverse practice. A week in the life of an extern could include research projects involving the application of a new Illinois law on error reporting, a question on the legality of rapid HIV-testing, assisting the Foundation in complying with Chicago raffle law, and drafting medical director agreements.

Externs also routinely attend standing hospital staff meetings with members of the legal department, as well as meetings with CMH administrators to discuss specific ongoing projects. Externs are involved on a one-on-one basis with hospital staff on projects.

The CMH Legal Department is a new one and came into existence in 2002 with the hiring of Donna Wetzler as its first General Counsel. An Associate General Counsel, Nancy Borders, was hired in 2004, and CMH is currently planning on adding an Assistant General Counsel in 2005. Donna and Nancy both were partners at Gardner, Carton and Douglas prior to joining CMH, and work closely together as a team. The Legal Department is non-hierarchical, and we work and communicate together on a relatively unstructured basis.

Our externs will work with Donna, Nancy, our new Assistant General Counsel, and our Compliance Coordinator. Prior to joining CMH, Nancy was active in associate training at Gardner Carton and works closely with our externs to make the most of their CMH experience.

**Instructions:** Interested students should submit their resume and a cover letter addressed to Donna Wetzler, General Counsel, at [dwetzler@childrensmemorial.org](mailto:dwetzler@childrensmemorial.org).

**Transportation:** Can take CTA.

## **Cook County State's Attorney's Office**

1340 S. Michigan Avenue  
Chicago, IL 60605  
312.341.2743  
[www.statesattorney.org](http://www.statesattorney.org)

The Cook County State's Attorney's Office, employing over nine hundred Assistant State's Attorneys, is the second largest prosecutor's office in the nation. The Cook County State's Attorney's Office prosecutes criminal misdemeanors and felonies and enforces all laws applicable to Cook County. The office also enforces child support orders, protects consumers and the elderly from exploitation, and assists victims of domestic violence. The Civil Actions Bureau oversees the Special Litigation Division, which includes the Medical Litigation Section.

**Instructions:** Interested students must submit their materials through the State's Attorney's application process, which is detailed on the agency's website at

<http://www.statesattorney.org/index2/clerkprogramprocess.html>. Do not send your materials directly to the Civil Actions Bureau, Special Litigation Division, or Medical Litigation Section, as this may delay your application.

**Transportation:** Can take CTA.

## Health and Disability Advocates

205 W. Monroe  
Suite 300  
Chicago, IL 60606  
[www.hdadvocates.org](http://www.hdadvocates.org)

Health and Disability Advocates (HDA) is currently accepting applications from students interested in externship, volunteer or directed study opportunities. The Chicago Medical-Legal Partnership for Children (CMLPC) is a project of HDA. The CMLPC is a legal partnership with medical providers serving children with significant health challenges with the ultimate goal of improving the access of children to a full-range of social, developmental, medical and legal services and supports and removing systemic barriers. The Chicago Partnership for Children combines policy and advocacy efforts, serving as an incubator for health policy development for low-income children with significant health care needs. The Chicago Medical-Legal Partnership for Children has three main components: (1) Policy Development; (2) Technical Assistance and Training; and (3) Direct Legal Services. Law students will also have an opportunity to work on HAD's policy and litigation initiatives.

**Instructions:** Interested students should email their resume, cover letter, and 2-3 references to Amy Zimmerman, [azimmerman@hdadvocates.org](mailto:azimmerman@hdadvocates.org), and Stephanie Altman, [saltman@hdadvocates.org](mailto:saltman@hdadvocates.org).

**Transportation:** Can take CTA.

## Illinois Department of Public Health

Office of the General Counsel and Chief Privacy Officer  
James R. Thompson Center  
100 W. Randolph Street  
Suite 6-600  
Chicago, IL 60601  
312.814.2608  
[www.idph.state.il.us](http://www.idph.state.il.us)

The Illinois Department of Public Health was created in 1877 to regulate medical practitioners and to promote sanitation. Today, IDPH is responsible for protecting the state's 12.4 million residents, as well as countless visitors, through the prevention and control of disease and injury. The Department's nearly 200 programs touch virtually every age, aspect and cycle of life. Assuring the quality of our food, setting the standards for hospital and nursing home care, checking the safety of recreation areas, overseeing the

inspection of milk producing farms and processing plants, maintaining the state's vital records and screening newborns for genetic diseases are just some of the duties of IDPH.

This externship includes hands on experience in many venues that IDPH deals with, including hospitals, ambulatory surgical centers, emergency medical services, bioterrorism and nursing homes. The externship also includes research, writing, drafting position papers, networking with attorneys, state agencies and local health departments, gathering and organizing information relating to public health questions, assisting with preliminary policy making and assisting with litigation preparation. The externship requires 10-15 hours per week.

**Instructions:** Interested students may submit their materials directly to IDPH.

**Transportation:** Can take CTA.

## **Illinois Department on Aging**

Policy Department  
160 N. La Salle St., N-700  
Chicago, IL 60601  
312.814.8153  
<http://www.state.il.us/aging/>

The Illinois Department on Aging works with Area Agencies on Aging, community-based service providers and older people themselves to improve quality of life for current and future generations of older Illinoisans. Student externs may work in a variety of capacities, including assistance with managing federal grants, monitoring or developing state legislation, and assisting with programs designed to move clients from the nursing home setting to the community setting when more appropriate. Externs may attend state high level policy advisory committee meetings on behalf of the IDOA and will be introduced to the work of the Senior Helpline which includes intake of elder abuse reports.

**Instructions:** Interested students should email their resume and cover letter addressed to Dr. Janice A. Cichowlas, Policy Analyst, to [janice.cichowlas@illinois.gov](mailto:janice.cichowlas@illinois.gov).

**Transportation:** Walking distance from law school.

## **Illinois Office of the Attorney General**

Health Care Bureau  
James R. Thompson Center  
100 W. Randolph Street  
Suite 1200  
Chicago, IL 60601  
312.814.3789  
[www.ag.state.il.us](http://www.ag.state.il.us)

The Attorney General is the state's chief legal officer as established by the Illinois Constitution. Charged with this responsibility, the Attorney General directs a broad range of services dedicated to protecting and assisting the state and its many citizens. The Office of the Attorney General leads the statewide fight against crime and violence. Staff assists local state's attorneys in the prosecution of major crimes, provides legal representation to all elected state officials and the departments and agencies of state government, and acts to guard the interests of the people of Illinois. This externship program is available to J.D. students only.

**Instructions:** Interested students must submit materials through the AG's Office Law Clerk Program, which is detailed on the agency's website at [http://www.illinoisattorneygeneral.gov/about/jobs/lawclerk\\_opps.html](http://www.illinoisattorneygeneral.gov/about/jobs/lawclerk_opps.html).

**Transportation:** Can take CTA.

## **Joint Commission on Accreditation of HealthCare Organizations**

Office of the General Counsel  
One Renaissance Blvd.  
Oakbrook Terrace, IL 60181  
630.792.5000  
[www.jointcommission.org](http://www.jointcommission.org)

Our mission is to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations. Joint Commission accreditation is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards. To earn and maintain accreditation, an organization must undergo an on-site survey by a Joint Commission survey team at least every three years. The Joint Commission evaluates and accredits nearly 17,000 health care organizations and programs in the United States. An independent, not-for-profit organization, the Joint Commission is the nation's predominant standards-setting and accrediting body in health care.

**Instructions:** Interested students should submit their materials directly to the Joint Commission.

**Transportation:** Site is in western suburbs; must have access to a car.

## **Legal Assistance Foundation of Metropolitan Chicago**

Health Law Project  
111 W. Jackson, 3rd Floor  
Chicago, IL 60604  
312.347.8331  
[www.lafchicago.org](http://www.lafchicago.org)

The Health Law Project represents and advises clients regarding public medical assistance programs, including Medicaid, Medicare, KidCare (Children's Health Insurance Program), and Illinois SeniorCare (Prescription Assistance), as well as private health insurance. Representation includes appealing agency decisions to deny eligibility and terminate benefits, securing access to medically necessary services, challenging failure of insurers to pay medical bills and appealing HMO decisions. The Project's work involves individual representation, impact advocacy, substantive training for service providers, community legal education, and coordination with other Health Law advocates and organizations.

**Instructions:** Interested students should submit their materials directly to the LAF Health Law Project.

**Transportation:** Can take CTA.

## Loyola University Health System

Office of the General Counsel  
2160 S. First Avenue  
Maywood, IL 60153  
708.216.9000  
[www.luhs.org](http://www.luhs.org)

Based in the western suburbs of Chicago, Loyola University Health System (LUHS) is a nationally recognized leader in providing specialty and primary health-care services and in conducting groundbreaking research in the treatment of heart disease, cancer, organ transplantation and neurological disorders. Through its hub, Loyola University Medical Center, located on a 70-acre campus in Maywood, Ill., Loyola has provided skilled, compassionate care to patients for more than 30 years.

LUHS seeks second and third year law students with interests in health care, corporate and medical malpractice issues. The successful candidate will witness first-hand the demanding day-to-day activities of an in-house corporate legal staff. Externs will draft legal memoranda on various issues, including professional liability and contracting. The opportunity exists to customize part of the extern's duties to articulated interests.

**Instructions:** Interested students may submit their materials directly to LUHS. Students should submit a resume and cover letter addressed to Charles E. Reiter, General Counsel, via email to Mr. Reiter's assistant, Barbara Medley, at [bmedley@lumc.edu](mailto:bmedley@lumc.edu).

**Transportation:** Site is in the western suburbs; must have access to car.

## Northwestern Memorial Hospital

Office of the General Counsel  
251 E. Huron  
Chicago, IL 60153

312.926.2000

<http://www.nmh.org/nm/home>

As one of the country's premier academic medical centers, Northwestern Memorial serves as the primary teaching hospital for Northwestern University Feinberg School of Medicine. NMH is committed to the advancement of healthcare through clinical innovation, medical education and scientific research. The NMH medical staff represents virtually every specialty and is comprised of more than 1,600 affiliated physicians who also serve as faculty members of the Feinberg School.

NMH seeks externs to work on a variety of research and writing projects in the Office of the General Counsel.

**Instructions:** NMH prefers to receive student applications from the Beazley Institute. Interested students should submit their resume and cover letter address to Mary Lucie, Associate General Counsel, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Within walking distance of the law school.

## **PrimeSource Healthcare Systems, Inc.**

Office of the General Counsel  
775 Waukegan Road, Suite 200  
Deerfield, IL 60015  
847.580.5904  
<http://www.pshcs.com/index.html>

PrimeSource Healthcare is one of America's oldest and largest privately owned on-site providers of mobile healthcare and billing services. PrimeSource is a multi-speciality group of more than 225 physicians, technicians, patient care professionals, and administrative staff dedicated to providing the highest level of individualized, compassionate service. The organization utilizes the services of independent medical professionals who are committed to uncompromising care and has pioneered a billing company that has no equal in the industry.

Externs must be able to work in a fast-paced environment, efficiently manage a significant workload involving a wide range of assignments, work independently and interact with colleagues throughout all levels of the organization, and have excellent written and verbal communication skills, and excellent leadership, judgment and interpersonal skills.

Instructions: Interested students apply directly to PrimeSource by submitting a cover letter, resume and recent legal writing sample (no longer than 10 pages) to: [compliance@pshcs.com](mailto:compliance@pshcs.com), to the attention of General Counsel & Chief Compliance Officer.

## **Provena Health**

Office of the General Counsel  
19065 Hickory Creek Drive, Suite 115  
Mokena, IL 60448  
708.478.6364  
[www.provena.org](http://www.provena.org)

Based in Mokena, Provena Health is a Catholic health system that includes six hospitals, 16 long-term care and senior residential facilities, 28 clinics, five home health agencies and other health-related activities operating in Illinois and Indiana. Provena Health ministries are sponsored by the Franciscan Sisters of the Sacred Heart, the Servants of the Holy Heart of Mary, and the Sisters of Mercy of the Americas.

Provena generally seeks students completing their first year in a J.D. program for the summer externship program, but will consider students of varying experience levels. Provena's Health Law Department is a full service in-house legal department. Externs generally work on day-to-day health care issues, including non-profit exemption under various acts, Stark and Anti-Kickback issues, and other statutes. Externs also participate in contracting and transaction documentation. Because Provena is located in Mokena, Illinois, the organization is flexible in working with students on their schedules.

**Instructions:** Provena prefers to receive student applications from the Beazley Institute. Interested students should submit their resume and cover letter address to Jeffrey Mathis, System Director & Associate General Counsel, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Must have access to a car or be able to take the Metra.

## **Rehabilitation Institute of Chicago**

Office of the General Counsel  
345 E. Superior Street  
Chicago, IL 60611  
312.238.1100  
[www.rehabchicago.org](http://www.rehabchicago.org)

The Rehabilitation Institute of Chicago has been recognized as the "Best Rehabilitation Hospital in America" since 1991 by *U.S. News & World Report*. No other specialty hospital has been consecutively ranked the "Best" by *U.S. News & World Report* for so long. In 2002 the Institute was also ranked as a "Best Hospital" in Rheumatology for the third consecutive year. Founded in 1954, the Institute has earned a

worldwide reputation as being a leader in patient care, advocacy, research and educating health professionals on physical medicine and rehabilitation. People from around the globe choose the Institute because of our expertise in treating a range of conditions, from the most complex conditions including cerebral palsy, spinal cord injury, stroke and traumatic brain injury, to the more common, such as arthritis, chronic pain, and sports injuries. RIC offers general legal and compliance externship opportunities.

**Instructions:** RIC prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Within walking distance of law school.

## Resurrection Health Care Corporation

Office of Legal Affairs  
7435 W. Talcott Avenue  
Chicago, IL 60631  
773.774.8000  
[www.reshealth.org](http://www.reshealth.org)

Resurrection Health Care is seeking motivated volunteer Legal Externs to work at least two days a week in a busy and dynamic legal and regulatory environment. Resurrection Health Care (RHCC) is the parent corporation for a comprehensive health care system that provides services throughout the Chicagoland area through 8 hospitals, a long-term acute care hospital, 7 skilled nursing and rehabilitation centers, 4 retirement communities, and numerous community clinics and other health care facilities and providers.

Resurrection Health Care's externship opportunity is in the Office of Legal Affairs and open to J.D. and LL.M. students who will: (1) work closely with the system General Counsel and other attorneys in the Office of Legal Affairs; (2) engage in a broad range of legal activities, including research and legal analysis, writing, preparation of legal documents, and contract review; (3) gain exposure to numerous types of legal matters, including regulatory, contracts, medical staff, estate and gifts, corporate transactional, non-profit, employment and labor, governmental relations, real estate, corporate compliance, HIPAA and litigation that arises in a health care setting; (4) have the opportunity to attend and observe significant meetings, depositions, mediations, court hearings, and other events as may be available during the term. Parking and lunch are free for volunteer Externs.

**Instructions:** Interested students should apply directly to RHCC. Students must submit a resume and a cover letter that specifies, (a) the semester for which they are applying, and (b) which days of the week they are available to work at RHCC, if known. Students will be asked to come to RHCC for an interview and to submit a writing sample. Please send materials to Julie Roknich, Assistant General Counsel, via email at [julie.roknich@reshealthcare.org](mailto:julie.roknich@reshealthcare.org), or to the address listed above.

**Transportation:** Can take CTA, free parking for externs.

## **Rush University Medical Center**

Stephanie Genuardi  
Associate General Counsel  
Office of Legal Affairs  
1700 West Van Buren Street, Suite 301  
Chicago, IL 60612-3244  
Tel: 312.942.6886  
Fax: 312.942.4233  
[www.rush.edu](http://www.rush.edu)

Rush University Medical Center is an academic medical center composed of an 824-bed hospital and Rush University. Rush University is home to one of the first medical colleges in the Midwest and one of the nation's top-ranked nursing colleges, as well as graduate programs in allied health and basic sciences. Rush provides externship opportunities for law students in three areas: (1) Legal Affairs (general law firm transactional and health law experience); (2) Risk Management (pre-litigation-medical malpractice experience); (3) Corporate Compliance/HIPAA Privacy (regulatory experience). Stephanie Genuardi is the contact person for externs interested in any of these areas.

### **Office of Legal Affairs (general law firm transactional and health law experience)**

The scope of work done in the Office of Legal Affairs includes real estate (leases, land use, city ordinances, construction, CTA projects); employment and labor; regulatory (HIPAA, corporate compliance); estates and gifts; corporate (contract review, drafting and negotiation, forming and dissolving corporations, structuring various corporate deals); and health law (mental health, consents, advance directives, guardianships, legal aspects of patient care, and so forth). The externs interact with managers and employees across the Medical Center and University and manage many projects hands-on.

### **Office of Risk Management (pre-litigation experience primarily in medical malpractice cases)**

The Office of Risk Management oversees the Medical Center's litigation including but not limited to medical malpractice. Externs are involved with case management, discovery, and various phases of pre-litigation work. Externs interact with Medical Center managers, employees, and outside defense counsel.

### **Office of Corporate Compliance/HIPAA Privacy (regulatory experience)**

Externs who select to work either in the Corporate Compliance/HIPAA Privacy Office draft policies, create educational programs for staff regarding these regulatory requirements, audit the Medical Center's compliance, and address many other related regulatory issues.

**Instructions:** Interested students should apply directly to Rush. Students must submit a resume and cover letter which specifies (a) the semester for which they are applying, (b) for which Rush Office they are applying, and (c) which days of the week they would work at Rush, if known. Materials should be addressed to Stephanie Genuardi, Associate General Counsel. Students may be asked to come for an interview.

**Acceptance Decision Deadlines:** Rush will try to advise students of our acceptance decisions by the end of the first full week of these months for the respective semesters: August for Fall, November for Spring, March for Summer. Applications should be made in time to be considered by these deadlines.

**Transportation:** Can take CTA. Free parking available for externs.

## University of Chicago Hospitals and Health Systems

Office of the General Counsel  
5841 S. Maryland Avenue  
Chicago, IL 60637  
773.702.1000  
[www.uchospitals.edu](http://www.uchospitals.edu)

The University of Chicago Hospitals and Health System (UCHHS) has been at the forefront of medicine for decades. Our mission is to provide superior healthcare in a compassionate manner, ever mindful of each patient's dignity and individuality. More than just a hospital, UCHHS consists of: Bernard A. Mitchell Hospital, the primary adult patient care facility, University of Chicago Children's Hospital, devoted to the medical needs of children, Chicago Lying-in Hospital, a maternity and women's hospital, Duchossois Center for Advanced Medicine, a state-of-the-art outpatient care facility, The University of Chicago Physicians Group, a network of more than 600 University of Chicago physicians, CareMed Chicago, a home healthcare organization, Affiliated physicians offices located throughout the Chicago area.

**Instructions:** UofC prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter addressed to Marilyn Hanzal, Associate General Counsel, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Can take CTA.

## University HealthSystem Consortium

Legal Department  
2001 Spring Road, Suite 700  
Oak Brook, IL 60523  
630.954.1700  
[www.uhc.edu](http://www.uhc.edu)

The University HealthSystem Consortium (UHC), Oak Brook, Illinois, formed in 1984, is an alliance of 107 academic medical centers and 232 of their affiliated hospitals representing approximately 90% of the nation's non-profit academic medical centers.

While focusing on the clinical mission, UHC is mindful of and supports the research and education missions. As an idea-generating and information-disseminating enterprise, UHC helps members pool resources, create economies of scale, improve clinical and operating efficiencies, and influence the direction and delivery of health care.

**Instructions:** UHC prefers to receive student applications through the Beazley Institute. Interested students should submit their resume and cover letter addressed to Thomas Kiser, Vice-President & General Counsel, to Megan Bess, Beazley Institute Assistant Director, at [mbess@luc.edu](mailto:mbess@luc.edu).

**Transportation:** Site is in western suburbs; must have access to car.

## University of Illinois Medical Center

Office of the General Counsel  
1740 W. Taylor Street  
Chicago, IL 60612  
312.996.6970  
[www.uillinoismedcenter.org](http://www.uillinoismedcenter.org)

The University of Illinois Medical Center provides a higher level of care and individual attention to patients and their families, giving special consideration to their unique medical challenges, emotional needs and cultural sensitivities. Our diverse medical teams bring the world's latest advancements to patient care, research and teaching. Our physicians' breadth of expertise coupled with the latest advances in technology help provide an integrated continuum of care—from preventive medicine and routine check-ups to highly specialized surgeries and innovative treatments. Our teams collaborate with each other and with referring professionals to provide superior care to the people of Illinois and beyond.

**Instructions:** Please contact Megan Bess, Beazley Institute Assistant Director, if you are interested in finding out more about this externship position.

**Transportation:** Can take CTA.

## United States Department of Health and Human Services Office for Civil Rights

Office for Civil Rights, Region V  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
312.886.2359  
<http://www.hhs.gov/ocr/>

The Department of Health and Human Services (HHS), through the Office for Civil Rights (OCR), promotes and ensures that people have equal access to, and opportunity to participate in, and receive services from all HHS programs without facing unlawful discrimination. OCR also ensures that the privacy of individuals' health information is protected while ensuring access to care. Through prevention and elimination of unlawful discrimination, and by protecting the privacy of individually identifiable health information, OCR helps HHS carry out its overall mission of improving the health and well-being of all people affected by its many programs.

In particular, OCR enforces the privacy of individuals' health information pursuant to HIPAA's Privacy Rule. OCR also enforces Federal civil rights laws, such as Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. These laws prohibit discrimination in the delivery of health and human services based on such factors as race, color, national origin, and disability. OCR's work presents complex and challenging social, economic, scientific, ethical, and legal issues -issues that affect the lives of all Americans.

OCR Region V covers the states of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. OCR Region V receives and investigates numerous complaints annually from residents of these states alleging violations of health information privacy rights and civil rights. OCR Region V also provides technical assistance to health care and human service providers, and conducts outreach to state agencies, advocacy groups, and other interested organizations and individuals.

Law student interns and externs with OCR have the opportunity to participate in all aspects of OCR's work, including investigating discrimination and health information privacy complaints, researching federal programs and policies, attending national meetings regarding OCR's various program areas, and drafting substantive letters of finding. Attorneys on the OCR staff will mentor interns and externs, and closely evaluate all written work. OCR interns and externs have the opportunity to do rewarding and fascinating public service in a collegial and cooperative atmosphere, where individuals are encouraged to share and benefit from the vast experiences and expertise of their colleagues.

**Instructions:** Interested students should submit their materials directly to the OCR addressed to Kurt Temple, Equal Opportunity Specialist, at [kurt.temple@hhs.gov](mailto:kurt.temple@hhs.gov) or at (312) 886-5893.

**Transportation:** Can take CTA.

## **United States Department of Health and Human Services Office of the General Counsel**

Office of the General Counsel, Region V  
233 N. Michigan Ave., Suite 700  
Chicago, IL 60601  
312.886.1709  
<http://www.hhs.gov/ogc/>

The Office of the General Counsel (OGC) is the legal team for the Department of Health and Human Services (HHS), providing quality representation and legal advice on a wide range of highly visible national

issues. OGC supports the development and implementation of the Department's programs by providing the highest quality legal services to the Secretary of HHS and the organization's various agencies and divisions.

A team of over 400 attorneys and a comprehensive support staff, OGC is one of the largest and most diverse and talented law offices in the country. Many OGC lawyers are heavily involved in administrative and Federal court litigation. In collaboration with the Department of Justice, OGC attorneys may have primary responsibility for complex district court and appellate litigation, trying cases and arguing appeals in the initial years of service. The OGC team also reviews proposed regulations and legislation affecting significant issues of health and human services.

The OGC is especially interested in student externs who would like to devote their careers to health law and/or government service. The OGC maintains high academic standards for its externship applications process and generally only accepts students with law school GPAs of at least 3.4 and some form of undergraduate degree honors. The OGC specifically requests that student applicants submit cover letters that provide a specific explanation of why the student wants to work with the OGC and how he or she thinks the experience will advance their career objectives.

**Instructions:** Interested students should submit a cover letter and resume directly to the OGC addressed to Jerry Meites, Chief Regional Civil Rights Counsel, via email at [jerome.meites@hhs.gov](mailto:jerome.meites@hhs.gov).

**Transportation:** Can take CTA.