



RSM Diagnostics Lab LLC

2500 Grubb Rd, Suite

120 Wilmington, DE 19810

Phone: (302) 592-4106

Email: info@rsmdiagnosticslab.com

Website: www.rsmdiagnosticslab.com

May 12, 2025

Lucas Cooke

26 Friendship Way

Parkesburg, PA, 19365

Subject: Official Offer of Employment – Systems Administrator Intern

Dear Lucas Cooke,

We are pleased to extend a formal offer of employment for the position of **Systems Administrator Intern** at RSM Diagnostics Lab LLC. After a thorough review of your qualifications and interview performance, we believe you will be a valuable addition to our office and administrative support team supporting our clinical laboratory operations.

Position Details

- **Job Title:** Systems Administrator Intern
- **Department:** Administrative
- **Reporting To:** Lab Manager
- **Employment Type:** Paid Internship (Full-Time, Temporary)
- **Compensation:** \$15.00 per hour
- **Work Schedule:** Up to 40 hours per week (flexible)
- **Location:** In-Person – RSM Diagnostics Lab LLC (Wilmington, DE).

Term of Position

- **Start Date:** May 26, 2025
- **End Date:** August 1, 2025 (10-week duration)
- **Note:** This is a fixed-term internship with no guarantee of extension or conversion to permanent employment.

Key Responsibilities

- Operate and update RSM's laboratory information management system
- Participate in data entry operations into RSM's laboratory information management system

- Support user account administration and access controls in compliance with HIPAA and CLIA security policies within KOLIMS
- Help document IT procedures, standard operating procedures (SOPs), and system configurations
- Maintain, update, and create patient, and financial related, spreadsheets and databases
- Collaborate with the team on task automation, projects, systems integration, and data management
- Attend weekly meetings for feedback, actionable tasks, and mutual consultation
- Assist in support tasks and collections

Benefits

As an intern, you will not be eligible for company health insurance, paid time off, or other full-time employee benefits. However, you will gain hands-on experience in healthcare IT, mentorship from senior staff, and a letter of recommendation upon successful completion.

Acceptance of Offer

To accept this offer, please sign and return a copy of this letter by **May 19, 2025**. You may return it via email to shankara@rsmdiagnosticslab.com or in person at our office.

This offer is contingent upon successful completion of verification of work eligibility, and acknowledgment of confidentiality, HIPAA compliance requirements.

We are excited to welcome you to the RSM Diagnostics Lab LLC team and look forward to your contributions this summer!

Sincerely,



05/12/25

Shankara Subramanian
 Managing Partner & Co-Founder
 RSM Diagnostics Lab LLC
 (302) 592-4106
shankara@rsmdiagnosticslab.com

Acceptance of Offer

I, Lucas Cooke, accept the offer for the Systems Administrator Intern position under the terms outlined above.

Signature:

Date: May 14, 2025

