

Company Description

The ABC Group is a large and growing, fast-paced medical practice located on 123 Street in Albany. We are seeking a Health Care Administration / Management Intern to working with our Management Team and support our staff of (22) Orthopaedic Surgeons as well as 125 employees who work in various departments to provide patient customer in areas such as: Front Desk Reception, Medical Records, Medical Assistant, Medical Secretary, X-Ray Technologists.

Responsibilities

The Health Care Administration Intern will have generalist responsibilities as they work to support various initiatives and projects for the Management Team consisting of our CEO, Director of Operations, Business Office Manager, and Director of Human Resources.

Projects for an Intern may include involvement or leadership with some of the following:

OSHA program

Work collaboratively with staff to research, develop and roll-out a site wide OSHA program.

Automatic Appointment Confirmation System

We are planning to implement a new automatic appointment confirmation system. An Intern with our group would be part of the team to ensure a seamless implementation.

Patient Education

We may look to an Intern to create a patient education package which would provide information in an easy to navigate, simplistic package to help them understand the various steps in their care which could occur within our practice or as part of their care upon leaving our practice.

Skills and Background

An ideal candidate for this position will have an academic background in Health Care Administration, preferably from the Health MBA program. Required skills and qualifications include:

- Ability to work independently
- Initiative
- Professional communication and interpersonal skills
- Thoroughness and excellence in their approach to work
- Creative problem solving abilities with a drive for solutions
- A high level of drive and enthusiasm for learning new things and for accomplishing projects
- Must have a solid working knowledge of MS Excel, Word, Power point, Exchange

Internship Hours

Approximately 10 hours per week for approximately 10 months. The duration is open for discussion, however, we would require our Intern to work with us at least 2 times each week for at least 4 to 5 hours each day.

Intern candidates will interview and compete for the position. The internship will be paid, \$10-\$12 per hour.

How to Apply:

Submit a resume/cover letter by mail or e-mail to:

John Doe, Director
ABC Group
123 Street
Albany, NY 12203
jdoe@abc.com