



Healthcare Administration Internship Job Description

Primary Function

The primary function of the administrative intern would be to assist the Virtual Assistant in the performance of office duties and other small projects as determined and directed by the Virtual Assistant or Clinician/Owner.

Duties & Responsibilities

- Assist in managing flow of operations
- Manage data in spreadsheets and reports
- Keep records and reports up to date
- Organize and schedule meetings and events
- Carry out clerical duties, including answering phones and preparing client correspondence or documents
- Checking eligibility/benefits for new and existing clients
- Email organization
- Responding to calls/emails from prospective clients
- Assisting clients with online scheduling
- Invoicing clients for billable services
- Maintaining electronic files of clients in practice
- Participates in scheduled supervision and administrative team meetings.

Knowledge, Skills, and Abilities

- High degree of organizational skill and problem-solving ability; specifically the ability to work as a self-starter.
- Resourcefulness in finding information and answers from within and outside the practice without prompting or micromanagement; a “consummate” self starter.
- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Excellent telephone etiquette, articulate communication and organizational skills, as well as excellent written and verbal communication skills.
- General computer skills including Microsoft Word, Excel, PowerPoint.
- Experience using SimplePractice or other practice management software.
- Some general knowledge about health insurance and/or medical billing and coding.
- Knowledge of HIPAA and other compliance policies.



Mautez Bethel, LCPC, NCC, Board Approved Clinical Supervisor

Owner/Psychotherapist, [Therapeutic Freedom](http://TherapeuticFreedom.com)

p: (301) 291-5063 | e: bethel@therapeuticfreedom.com



Requirements

- Must be registered in a 2-year or 4-year university in Healthcare Administration, Business Administration, Public Health or closely related field.
- Must be able to commit to at least 15 hours/week
- Reliable Internet Access
- Customer Service Experience
- Motivated, Upbeat, and Willing to Learn
- Able to Pass Background Check



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