



**Perkins Spine and Sports Medicine
Intern Job Posting**

Job Title: Patient Care Coordinator
Reports to: Lead Care Coordinator and Executive Director
Status: Volunteer

About Us:

We are a busy physician group looking for a dynamic team player interested in learning to utilize their skills and abilities to support our mission of bringing high-quality care and healing to our patients.

Each staff member, intern and student is an integral part of our dynamic and collaborative team that holds a wide range of interdisciplinary skills and abilities. If you have a positive/upbeat, can-do attitude and enjoy working with team-centered, patient-focused and all-around fun teams then this is the internship for you!

Internship Opportunity:

Our small private practice is offering internship opportunities for those seeking experience in either front-office medical practice administrative roles, medical assisting and clinically focused roles and/or healthcare management roles. As a small practice, we offer a multifaceted internship experience in which we strive to offer a strong foundational base of experience coupled with a broad array of exposure to ancillary areas of healthcare and its operations, getting you ready for your career endeavors!

Benefits of an internship with US:

- Here at PSSM you will gain the experience of a private practice multi-disciplinary role which exemplifies a broad scope of skills and abilities
- We strive to educate our team members (including our interns) on gaining a full understanding of the patient experience within the healthcare continuum
- We onboard you as if you're a full spectrum team member, up to your comfort level, so that you get the full patient-flow experience
- You have opportunities to shadow and be involved with the direct patient care facilitated by not only the front office but patient access, billing, management and leadership as well as our clinical team
- We strive to provide a mutually beneficial internship experience so that you can walk away feeling fully prepared in your future healthcare endeavors and be ready to take that jump into the healthcare career field!

Location and hours available (open to modifying the options)

- 7269 Sawmill Road, Dublin, OH, 43016
- Part time, roughly 2-3 days a week either 7:45a-12:30p or 12:30p-4:30p
- Part time, roughly 2-3 days a week from 7:45a-4:30p
- Full time, roughly 4-5 days a week from 7:45a-4:15p, Fridays are 7:45a-12:30p

Duration & Credits

- We are currently only accepting interns for a full semester length of duration
- We can accommodate any paperwork needed to fulfill requirements for your academic institution to provide academic credit for the internship
- Status is unpaid BUT we do try to make up for that in depth and breadth of HANDS ON experience so that you are ready for your future endeavors!

Skills you will gain:

- EMR navigation proficiency (electronic medical record)
- Communication and bedside manner proficiency
- Multitasking in a fast-paced environment
- Ability to juggle multiple competing priorities
- Schedule and calendar management
- Ability to facilitate the full scope of patient flow throughout the clinic
- Health information management proficiency
- Familiarity with revenue cycle management
- Familiarity with clinic and staffing operations
- Other ancillary topics, depending on durations and frequency of internship

For a video overview description see my youtube clip:

<https://youtu.be/rc2oawpfM9c>

To expedite your application:

Please reach out to me at kyahns@pssmohio.com with:

- o your resume
- o when you are looking to start an internship
- o the hours you are required (or would prefer) to complete
- o your preference on a full-time or part-time internship
- o any day and time limitations you have (if available)
- o if there are any specifics in regards to what you are interested in learning

Thank you and we look forward to hearing from you!