



Experience Works! PLUS Internship Program | Available Internship

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title

Medical Office Administrator/Patient Clerk

Location:

Smithfield, PA

Responsibilities:

Answer phones; schedule appointments; obtain correct patient demographics and insurance information; distribute and monitor fax line; confirm patient appointments; work with computerized practice management system. Check in patients, obtain copays, verify insurance, submit authorizations for procedures. Maintain HIPAA compliance

Critical Skills:

Strong customer service and computer skills, self-starter, ability to perform tasks as assigned