



CURRENTLY AVAILABLE INTERNSHIP POSITION IN THE USA

04/10/17

The position listed below is currently accepting applications. If you prefer, you can request to have a **Custom Internship in New York City or Washington DC** and we will shop your CV/ Resume around to different companies and organizations until we find one that offers you a position. Internships are almost always unpaid.

To apply for this open position, follow this link and click on APPLY NOW:
<https://www.international-internships.com/?go=USAFieldSpecificPlacements>

Healthcare Administration Internship in California

Position ID:	24230240
Start Date:	seasonal
Location:	Foothill Ranch, California
Duration:	3 - 18 months
Compensation:	unpaid

Company Description:

An Alternative Medicine Therapy Center that believes in preventative healthcare and an Oriental holistic approach. Company provides Acupuncture, Acupressure, Chiropractic, Yoga, among others, to local and international customers.

Internship Duties and Activities:

- The intern will learn about Oriental Medicine Principles. The intern will then be shown how to introduce American clients to preventative programs such as Yoga and Tai Chi.
- The intern will learn basic tasks such as customer reception, answering appointment phone calls, and scheduling appointments
- The intern will observe how to talk with customers about their health concerns and stresses in life.
- The intern will learn about health insurance coverage verification, preparation of medical claims, posting medical payments, calling insurance companies regarding denied claims, and assist professional billers with medical records submission. Intern will become familiar with all aspects of business accounting and assist with data-entry for accounts payable/receivable, payroll, and general bookkeeping.



Minimum Qualifications:

- 1-3 of work experience in related field
- Undergraduate Student in the field of: English Language major, or Public Health Major
- Minimum of 1 year of customer service experience
- Ability to communicate kindly with clients and show care and empathy in electronic communications. Must be able to talk with clients with a smile on your face and in your voice.
- Familiarity with Excel, data entry, and other basic computer skills.
- Foreign Languages required: English
- Foreign Languages preferred: Mandarin