



HealthWorks

Where health happens

PATIENT ADVOCATE INTERN

Job Description:

HealthWorks has officially moved into a brand-new, state-of-the-art facility. Our modern, thoughtfully designed environment was built to support exceptional patient care, enhance team collaboration and create a workplace where healthcare professionals can truly thrive.

We are a dynamic, patient-centered Federally Qualified Health Center (FQHC) established in 2005. HealthWorks has been committed to providing a medical home to patients, where medical, dental, behavioral health and pharmacists work together in a team-based system of care. We strive to improve the quality of our patients' lives who would otherwise have limited access to health care.

HealthWorks is looking for a Patient Advocate Intern who is a team player, dependable, outgoing with a positive attitude, patient friendly and passionate to join our team and gain valuable experience in a professional healthcare setting.

At HealthWorks we recognize and support our diverse group of hardworking people – come be part of something great!

Position Description:

As a Patient Advocate Intern, you will be learning a lot. In fact, this internship position will positively impact all service lines within HealthWorks. You will have hands-on experience to develop valuable skills to meet the competencies required for a patient access registrar and the opportunity to learn the core skills within an Electronic Health Record (EHR). This position will allow you to apply theoretical knowledge in a real-world healthcare environment, enhancing your understanding of the healthcare system.

Essential Functions:

- Ability to operate a multi-line phone system
- Ability to deal with difficult situations in a professional manner
- Demonstrate excellent customer services skills including phone etiquette
- Knowledge of basic computer applications
- Demonstrate excellent oral and written communication skills
- Strong organizational skills and attention to detail
- Excellent math skills

Job Requirements / Experience:

- High School diploma or a GED equivalent
- 6 months prior Customer Service experience



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Benefits:

- Gain real-world experience
- Mentorship and networking opportunities
- Flexible work hours and a positive work environment

If you're eager to learn about the healthcare field and make a meaningful impact through your work, we invite you to apply for the Patient Advocate Intern position at HealthWorks today!

Job Type: Temporary