

INTERNSHIP RESPONSIBILITIES

01



Welcome patients and visitors in person and on the telephone while answering or referring inquiries.

02



Serve patients by greeting them, offering assistance, scheduling appointments, and maintaining records and accounts.

03



Perform administrative work and customer service. Administrative work may include, entering data, updating records, and doing clerical work.



Our team gardening day last spring, cleaning up our Wellness & Healing Garden

GET IN TOUCH

Want to learn more about this exciting opportunity? Or perhaps you'd like to chat with us? Either way, we're all ears and ready to listen!

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PATIENT SERVICES TEAM MEMBER

MEDICAL SECRETARY



About Us

Inspired Health Group (IHG) is a true family practice serving patients of all ages from across Western New York. Founded and operated by the Erickson family, IHG offers innovative body, mind and spirit healthcare services with a personalized approach that increases a patient's awareness and involvement in their own health and wellbeing. IHG's board-certified physicians, highly trained nurse practitioners, physician assistants, registered nurses, registered dietitian nutritionists, and patient services team set IHG apart with their professionalism and compassion, providing full and complete individualized care to patients.



What do we offer?



TRUSTED EXPERIENCE

Since IHG opened its doors in 2001, it has become a trusted source of care. With over 500 5-star Google reviews along with awards, such as being recognized as a Patient Centered Medical Home (PCMH) by NCQA IHG has led the way in innovation of care.



BODY, MIND & SPIRIT CARE

With a focus on body, mind and spirit healthcare services, IHG offers a diverse range of care options. From state of the art cancer testing, to our partnership with *Endeavor Health Services* to offer behavioral health services on the second floor of our building, you will learn from a care model that focuses on both health and wellness of each patient.

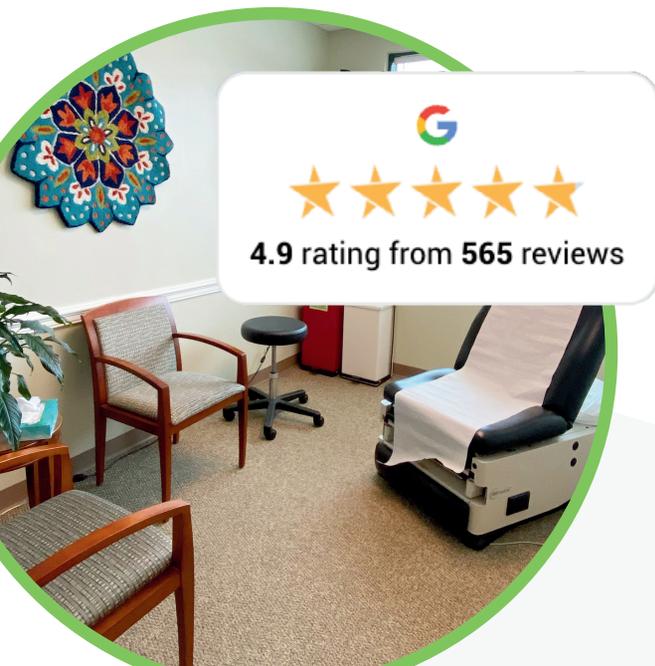


DIRECT ACCESS TO PROVIDERS

We are a close-knit, collaborative team with less than 50 team members in our office. You'll learn directly from leadership, providers, and nursing & patient services team members throughout your internship.

Are you a people person?

- If you enjoy talking to and helping other people, this may be a great opportunity for you!
- You will typically work in the front office, greeting patients and visitors, while also answering phones and doing clerical work.
- As often the first point of contact in our practice, Medical Secretaries set the tone for the high-quality care that is provided at Inspired Health Group.
- A great candidate for this position is compassionate, patient, detail oriented, and enjoys working with others.



Learn more about us!

