



**Job Description:** Internship

**Job Title:** Intern

**Location:** Binghamton Office

**Employment Status:** Full / Part Time

**About HealthlinkNY:**

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates the health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration among public and private health plans (CPC) for an 13 county region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state. For more information please visit [www.healthlinkny.com](http://www.healthlinkny.com).

**Nature and Scope of the Position:**

Under the supervision of Manager of Training and Development at HealthlinkNY, you will acquire knowledge of a variety of divisions within HealthlinkNY. As a part of your internship, you will attain familiarity with all departments and be able to support activities and duties as needed.

**Main Responsibilities:**

- General reception, answering phones, directing calls and taking messages
- Support special projects
- Attain familiarity with all departments and be able to support activities and duties as needed

**Education:** Associates or Bachelor's Candidate

**Experience:**

- Must be a self-starter, highly organized, and able to work well with employees at all levels of the organization
- Strong computer skills with Windows-based computer applications and MS Office suite
- Must be able to work on multiple projects with competing due dates simultaneously
- Background in healthcare information technology a plus
- Customer services experience, preferred

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



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**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is regularly required to talk and hear while performing the duties of this job. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 10 pounds.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Please email your resume and cover letter to [info@healthlinkny.com](mailto:info@healthlinkny.com) .