

Manager/Contact	Department	Description	Setting
Steph Day	System Support Services	<p>This role would give the intern the opportunity to experience the supply chain process for the system. The experience would include four distinct areas of supply chain: operations, procurement, analytics, and contracting/vendor management. We are also in the process of changing and modernizing several workflows in the department and there would be an opportunity to take part in these change initiatives. It could also include some project management experience.</p>	onsite
Jenny Hagist	Outpatient Administration	<p>Brooks Rehabilitation’s Outpatient Administration Team is looking for a Doctor of Physical Therapy intern to assist in the administration department. The Outpatient division comprises of 32 clinics spread throughout northeast, central and south Florida. The intern will have the opportunity to work with the VP, regional directors, department managers and operational leadership on various system and division projects. The intern will be supporting the division by working with the outpatient services manager on Medicare regulatory changes and assisting with Medicare requests for additional documentation and appeals, supporting the program coordinators with reducing variability of care, working on high level system projects, attending management and leadership meetings, shadowing other departments of interest, and assisting in new projects. Throughout the internship, the student will work with numerous departments, including the Outpatient Business Office and Central Intake Unit, IT, Finance, and Project Management. The student will have the opportunity to learn about the outpatient division, its role in patient recovery, and the complexity of operations.</p> <p>Desired Skills:</p> <ul style="list-style-type: none"> <li>• Strong in Excel and PowerPoint</li> <li>• Attention to detail</li> <li>• Self-motivated</li> <li>• Ability to prioritize and organize multiple projects</li> </ul>	
Megan Hyman	Pediatric Recreation Program	<p>The Brooks Pediatric Recreation Program provides youth with disabilities meaningful and accessible recreation opportunities that offer social connection, family empowerment, and community integration to enhance quality of life. We serve youth birth – 17 y/o with any physical, developmental, cognitive, social, and/or sensory impairment/disability. We offer both sport and recreation programs year round through weekly classes, monthly activities, family-friendly special events. Some of our weekly classes include aquatics, dance, cooking, music, and golf. Monthly special events include bowling, horseback riding, fishing, kayaking, golfing, art, and an annual holiday workshop. Sports include the Brooks BullSharks Jr. Wheelchair Basketball team and the Brooks IceBreakers sled hockey team. All equipment is provided FREE for participants and families.</p> <p>Our calendar of activities, classes, and events revolves around a child &amp; family’s schedule. We offer programming during daytime, evening, and weekend hours.</p>	hybrid

Roneise Lawrence	Brooks Assisted Living Activity Department	<p>We are an assisted living /memory care community, we provide our residents assistance with all activities of daily living. Our capacity is 84 residents.</p> <p>We would need an intern to assist the Activity Director with entertaining our residents with things such as bingo, outings, etc.</p>	onsite
Debbie Reber	Brooks System of Care	<p>This internship focuses on projects that affect various division/departments across the Brooks System and allows you to have a better understanding of how patients and clinicians are served throughout an enterprise. This is a hybrid internship with time spent in the facility as well as working from home. You will be introduced to corporate departments such as Finance, Human Resource and Project Management as well as clinical settings such as our rehabilitation hospitals, skilled nursing facilities and home care. Project focus will be on initiatives such as:</p> <ul style="list-style-type: none"> <li>• Enhance or implement software solutions and encourage adoption by patients and/or clinicians</li> <li>• Perform basic data analysis using excel with use of various tools to promote data visualization</li> <li>• Attend meetings with leadership throughout the Brooks system</li> <li>• Create presentations and present to small leadership groups</li> </ul> <p>This internship will offer you the opportunity to meet with leaders across Brooks, and enhance your understanding of post-acute settings. Based on your specific area of interest, you will also have the opportunity to shadow in various departments and understand the many parts that make up an organization. This is a great opportunity to enhance your skills and learn more so that you can find the right fit as you start your healthcare career.</p>	Hybrid
Annie Crews (UC) & Shannon Lambert (UC)	UC and BC SNF Rehabilitation Department	<p>We attend a variety of IDT clinical meetings. An Intern would assist with managing short term and long term rehab units, payroll, staffing of therapy department, root cause analysis completion, manage bundle payment program, weekly patient progress meetings, management of therapy team members including mentoring, performance review and track and trend quality measures specific to the rehab department.</p>	

<p>Marina Rincon Torroella</p>	<p>Business Development &amp; Planning</p>	<p>The Business Development and Planning (BD&amp;P) team is responsible to find opportunities to grow and provide long-term value for Brooks Rehabilitation and our patients. We support the executive team establishing new tactics with data analysis, the evaluation of market trends and dynamics and de-novo projects.</p> <p>As an intern, you will be able to learn how to analyze quantitative and qualitative data using advance software such as ESRI (GIS) or SAS, create pitch presentations aligned with the audience, to execute meetings and the management of new projects. The BD&amp;P team holds a really unique position at Brooks Rehabilitation, you will have the exposure to work really close with the c-suite, operators and different corporate departments at Brooks Rehabilitation. If you want to become a healthcare administrator, or have a deep understanding of healthcare strategy, planning and growth, this is the team you are looking for!</p>	<p>onsite, hybrid or remote</p>
<p>Blair Curran</p>	<p>Finance</p>	<p>Finance is a support department that provides services to the entire Brooks system. We are made up of four groups: Payroll, Accounts Payable, Accounting, and Finance Operations. At least at first this intern would focus their time with the Finance Operations team. This team works closely with all divisional leadership to collaborate on operational and financial decisions. We conduct monthly close meetings with operators to report their financial performance. Depending on the time of year we may be forecasting, budgeting, working on proformas, preparing for board meetings, etc. It's a very exciting side of finance.</p>	<p>onsite (with potential for some remote)</p>
<p>Danielle Erdman &amp; Bryan Murphy</p>	<p>Bartram Hospital - Operations</p>	<p>Bartram Hospital Operations</p> <ul style="list-style-type: none"> <li>- Demonstrate understanding of and complete audits on quality metrics</li> <li>- Attend operations meetings including but not limited to daily leadership operations, weekly hospital operations, bi-weekly financial operations</li> <li>- Complete duties associated with strategic initiatives for quality and/or key performance indicators</li> <li>- Prepare presentation(s), present on regulatory or compliance findings or quality metrics</li> </ul> <p>We anticipate our interns performing audits within the medical record that lie within the scope of a nonclinical intern.</p>	

<p>Heather Kendall</p>	<p>Clinical Quality &amp; Patient Safety</p>	<p>Department oversees all of the quality and patient safety for the system. Looking for Data Analyst Intern:</p> <p>The Healthcare Data Analyst Intern (temporary position) will assist in the design, development, and implementation of enterprise data solutions that support core organizational functions for business intelligence. The individual in this position will extract, validate and analyze clinical and administrative data. The Analyst will interact with users to determine business needs for analysis and data visualization. Meaningful reports and dashboards will be leveraged to visualize data, connect patterns/trends and provide actionable insights to the organization. Regular analytics and mentoring and guidance will be provided to the hired applicant.</p>	
<p>Steven Walczak</p>	<p>Pediatric Operations</p>	<p>The role lands in 3 divisions: inpatient, outpatient, and community benefits. The role would be both in clinical operations and program development. Includes components of team development, staffing, marketing/referral development, community collaboration, and philanthropy among other roles. The two programs this work contributes to is our pediatric day program and our inpatient pediatric program. We are located at the main hospital at University campus.</p>	<p>onsite; hybrid (up to 25% remote)</p>
<p>Marsha Brown</p>	<p>Outpatient Support Services</p>	<p>The intern would be able to gain knowledge and experience in various areas of the revenue cycle. The Revenue cycle consists of the following departments:</p> <ol style="list-style-type: none"> <li>1. Front Desk- Patient Registration</li> <li>2. Insurance Verification/Scheduling/Authorizations</li> <li>3. Medical Records</li> <li>4. Business Office</li> <li>5. Management and communication between the departments</li> </ol> <p>They will have an opportunity to shadow these individual departments to gain knowledge of the business operations. The main focus will be administration of behind the scenes work to include data entry, data comparisons, Key performance metrics, computer applications, education to staff. The intern will be instructed on a single project that they will focus on during their internship with expected outcomes and deadlines. I will seek the interns ideas and recommendations on the provided project. We are looking for interns with strong computer knowledge with emphasis on Excel that can collect and report data.</p> <p>I am also very open to explore what the Intern wants to learn and gain exposure to and add that to a detailed curriculum at the start date.</p>	

Jennifer Guss & Ann Popik	Volunteer Services	Looking for an intern to assist with recruitment initiatives, data entry, implementation of a new kiosk login system at five locations, and projects related to our grant.	onsite or hybrid
Megan Hyman	Adaptive Sports & Recreation	We are a community-based health promotion program that facilitates participation in sports and recreation activities that support lifelong health in mind, body and spirit. Our program serves individuals of all ages and abilities living with physical, cognitive and /or visual disability. Interns can offer instrumental support for the planning and onsite management of our daily events under the direction of our Program Specialists or they can help with data collection/management and other administrative office-based responsibilities.	hybrid
Jayne Shults	IT - Healthcare Data Analyst Intern	<p>The Healthcare Data Analyst Intern will assist in the design, development, and implementation of enterprise data solutions that support core organizational functions for business intelligence. The individual in this position will extract, validate and analyze clinical and administrative data. The Analyst will interact with users to determine business needs for analysis and data visualization. Meaningful reports and dashboards will be leveraged to visualize data, connect patterns/trends and provide actionable insights to the organization. Regular analytics and mentoring and guidance will be provided to the hired applicant.</p> <ul style="list-style-type: none"> <li>• Work with report consumers and stakeholders to elicit and document requirements and propose appropriate solutions</li> <li>• Import, store, validate and transform data for reporting and analysis</li> <li>• Create and maintain reports and dashboards using SAS and other internal reporting tools</li> <li>• Perform data analyses to identify data trends/patterns</li> <li>• Interpret findings and provide actionable insights and recommendations to the business</li> <li>• Perform data quality checks</li> </ul>	remote
Rhonda Flores	Bartram & University IRF Therapy Department	<p>The intern would work with the therapy departments at both Bartram and University IRFs.</p> <p>An intern would assist with many projects focusing on the improvement of our programmatic offerings at the inpatient rehab hospitals. These projects result from identification of gaps in excellent care. The non clinical intern will get to learn quite a bit about the healthcare system as well as project management.</p>	

Barbara Fontana	Admissions	<p>The Brooks Rehabilitation Admissions department is responsible for overseeing all matters related to bringing patients to the three Inpatient Facilities as well as the two Skilled Nursing Facilities. The team counts on well-knowledgeable Clinical Liaisons, who are strategically placed in Acute Hospitals in Florida, Georgia, and Alabama, Admissions Coordinators and Representatives, and a Management team led by Dr. Kerry Maher. The department's goal is to provide access to rehabilitation care and expand this access to as many patients as possible.</p> <p>The Admissions Intern will have the opportunity to help with projects on process improvement, data collection, insurances trends analysis, and innovation. The intern will also closely support the coordinator team with insurances follow-ups and data tracking.</p> <p>Desired skills:</p> <ul style="list-style-type: none"> <li>- Attention to detail</li> <li>- Communication and presentation skills</li> <li>- Ability to work independently</li> <li>- Problem-solving</li> <li>- Basic excel skills (formatting, data recording, charts and graphs &amp; basic formulas)”</li> </ul>	onsite
Kelly Arpen	Health Information Management	<p>HIM, Medical Billing and Coding, Release of Information, Medical record compliance and document deficiencies. Software application projects. Specific project the intern would work on: Destruction and purge project for Brooks Health system. Release of information</p>	onsite
Sheila Nowlin	Front Desk/ OP support at Orange Park	<p>The intern would be assisting with administrative work like call confirmations, scanning paperwork into patient’s charts, assisting with helping the pediatric team with cleaning in between patients. This would be located at the Orange Park outpatient clinic.</p>	onsite

<p>Sara Cristello</p>	<p>Institute of Higher Learning</p>	<p>The Brooks Institute of Higher Learning (IHL) is a world class organization on the cutting edge of evidence-informed practice and professional development for rehabilitation professionals. Our goal is to provide world-class educational opportunities to the local and regional healthcare community. The Brooks IHL expands the reach of our clinical and professional programs by offering continuing education, clinical student internships, as well as Residency and Fellowship programs for the greater healthcare community.</p> <p>The IHL intern will have the opportunity to assist with various projects across multiple facets of the department. This allows the intern to gain a wide range of exposure in skills in an administrative role.</p> <ul style="list-style-type: none"> <li>• Assist with the execution of educational offerings</li> <li>o Learn project/event planning skills</li> <li>o Interact with financial dashboards, communicate with customers, and assist with accurate record keeping of attendees.</li> <li>• Assist with the development of marketing materials and email campaigns, in accordance with the company's brand standards</li> <li>• Support and audit current educational offerings and processes</li> <li>o Provide suggestions for efficiency and process improvement</li> <li>• Participate in faculty meetings, gaining insight into curriculum design, mentoring, and administrative responsibilities.</li> <li>o Assist with the administrative support of our accredited residency and fellowship programs</li> <li>• Participate in department meetings and interact with other departments within Brooks (Finance, HR, Compliance, Marketing). Also communicate with stakeholders from the universities and colleges that we affiliate with.</li> <li>• Opportunity to observe departments of your choosing to expand your understanding of healthcare administration.</li> </ul>	<p>hybrid</p>
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