Administrative Internship Program
Mount Sinai Department of Surgery

Internship Program Details:

An administrative internship at the Mount Sinai Department of Surgery will provide an excellent start to a career in Healthcare Administration. Interns will be mentored by experienced managers, giving them a great first-hand experience in the healthcare industry. Our program provides undergraduate students with a valuable opportunity and challenging experience at one of the country’s premier academic medical centers. The unpaid Administrative Internship Program (AIP) will be an 8-12 week fulltime position in which each intern will be assigned to different projects, individually and in groups; focusing on the following areas within the department:

- **Administration**: Interns will be able to work alongside the department administrator on various strategic projects. They will attend meetings within the department and the medical center, develop agendas, learn how to manage timelines and be exposed to site planning.

- **Human Resources**: Interns will be exposed to a variety of HR activities including but not limited to: conducting interviews, recruiting and selecting candidates, developing job descriptions and assisting the HR manager with editing, writing and updating policies and procedures as well as program content.

- **Practice Management**: Interns will get a first look into the day-to-day operations of Mount Sinai Surgical Associates. They will conduct environmental rounds with the practice manager and will gain an understanding of the front desk operations, running office hours, patient relations and rounding on staff.

- **Financial Management**: Interns will be provided an overview of healthcare financial accounting, have exposure to profit and loss analyses, budgeting, and how to prepare financial statements.

- **Revenue Cycle Management**: Interns will work with the revenue cycle manager on data collection, basic data analysis, revenue cycle collection, and payment posting.

- **Research**: Interns will assist with various ongoing research projects, grants, learn Institutional Review Board protocols and procedures, and register patients for participation in clinical trials.

- **Marketing**: Interns will learn how to compose and design patient information brochures, pamphlets, draft faculty announcement cards, and interact with the institutional web development team.
Application Process:
Applicants are generally interviewed on a rolling admission basis. To apply for the program, please submit the following information:

- A brief statement of career goals and interests
- Current resume
- Two letters of recommendations
- Current transcript

The above information should be sent to saleha.ahmed@mountsinai.org.

Once completed and processed, applicant will get a letter in the mail with the following forms:

- Application
- Status of Nationality
- Background Screening
- Recommendation
- Volunteer Medical Screening
- Hepatitis B Vaccine Statement
- Toxicology Screening (must be done at a Quest Diagnostics)

These forms must be completed two weeks prior to when the applicant starts the internship program to ensure everything has been processed.

Required Qualifications:

- Currently be enrolled in an undergraduate program in any healthcare or business related field.
- Must have completed at least one year of college.
- Applicant must have a minimum GPA of 3.0.

For more information on the Mount Sinai School of Medicine, Department of Surgery’s AIP please contact Saleha Ahmed at 212-241-6180 or saleha.ahmed@mountsinai.org.

About The Department of Surgery:
Welcome to the Ruth J. & Maxwell Hauser and Harriet & Arthur H. Aufses, Jr., M.D., Department of Surgery of Mount Sinai School of Medicine, where our goal is to provide state of the art care for our patients by staying a step ahead of leading research in surgical disorders. Our unsurpassed patient care and dedication to our faculty and staff are our number one priority. The Department of Surgery is where exceptional patient care, innovative research and state of the art technology are coupled with a challenging academic environment to create a world-class Department for surgical excellence.

Building on over 150 years of leadership, we are committed to continue the long tradition of the Department of Surgery in providing surgical services to meet the diverse needs of our patients. The Department is a multi specialty group with areas of expertise in, breast, colorectal, general, endocrine, laparoscopic, pediatric, complex wound care and plastic surgery, as well as comprehensive care for peripheral vascular diseases. Highly trained teams of surgeons offer expert, state-of-the-art surgical care, ranging from minimally invasive surgery, such as laparoscopic procedures for obesity, to corrective operations for newborn malformations.

Our dedicated team of experienced surgeons and staff offer patients a myriad of cutting edge treatments that have revolutionized the field of surgery. We are dedicated to providing world-class teaching for our residents and medical students, to train the next generation of leaders in the field.
About Mount Sinai:
Founded in 1852, The Mount Sinai Medical Center is internationally acclaimed for excellence in clinical care, education, and scientific research in nearly every aspect of medicine. Mount Sinai is a 1,171-bed tertiary-care teaching hospital with a medical staff of nearly 1,800. Its physicians deliver the most advanced and compassionate inpatient and outpatient care. The Mount Sinai School of Medicine is internationally recognized for ground-breaking clinical and basic-science research and innovative approaches to medical education. Mount Sinai ranks 9th in the percentage of graduates who go on to faculty positions in medical schools across the country, and is consistently in the top 25 medical schools in NIH funding.

The Mount Sinai Hospital is part of the Mount Sinai Medical Center, which also includes the Mount Sinai School of Medicine.

For more information on Mount Sinai please log on to www.mountsinai.org.