



AI OPERATIONS & CLIENT COORDINATION INTERN (Medical-Legal Workflow Systems)

About Us

Interact Health PRO (IHP) supports rehabilitation coordination, medical documentation workflows, and healthcare communication systems for personal injury recovery environments.

Role Overview

As an AI Operations & Client Coordination Intern, you will support client communication workflows, administrative coordination, scheduling systems, and operational healthcare processes.

You will contribute to:

- rehabilitation coordination
- administrative systems
- communication tracking
- appointment workflows
- onboarding systems

Key Responsibilities

Client Coordination

- Support appointment scheduling systems
- Track communication workflows
- Update CRM systems
- Support operational reporting

Administrative Operations

- Assist with onboarding and intake workflows
- Support document management systems
- Maintain workflow tracking processes
- Help organize communication systems

AI-Assisted Operations

- Support AI-assisted workflow systems
- Use automation tools for operational efficiency
- Help optimize communication tracking systems
- Support structured workflow documentation

AI Integration

You will work with:

- Claude AI workflows
- Airtable systems
- Make.com operational automations
- AI-assisted communication systems

AI supports:

- workflow organization
- communication tracking
- administrative efficiency
- operational coordination

Technical Skills

- CRM systems
- Administrative tools
- Scheduling systems
- Workflow tracking
- Documentation systems

Assets

- Airtable
- Automation systems
- Healthcare administration exposure

Soft Skills & Professional Traits

- Strong communication skills
- Professionalism and accountability
- Organizational abilities
- Compassion and adaptability
- Team collaboration

Learning Outcomes

- Gain healthcare operations exposure
- Learn workflow coordination systems
- Support rehabilitation communication workflows
- Understand operational healthcare systems

Why Join Us?

Become part of a 25+ IHP Intern Team and collaborate closely with Web Developers, Full Stack App Developers, AWS Engineers, Business Analysts, IT & Security Networking, Medical-Health, Social Media, Video Editors, and Administrative Groups. Together, we are launching Interact Health PRO's innovative platforms to transform healthcare, patient outcomes, and virtual care technology.

Compensation

- We provide a high-quality learning opportunity so you make a real workplace contribution.
- We ensure you receive adequate supervision and regular guidance while giving you opportunities to learn the job.
- We provide support in developing learning objectives.
- We are prepared to participate in interviews with a Field Education Office Representative.
- We support tracking of your hours worked.
- We are prepared to complete written performance evaluations and reports required by the College or University during and at the end of the work term.
- We will provide Reference Letters upon request or accept telephone reference.
- Candidates who complete the Internship Terms are eligible to apply for part-time to full-time paid positions as they become available.
- Credits for Internship Completion (where applicable through your institution).
- We request a short "Testimonial" of your experience and what you learned while working with IHP, to post on our website and on Google.

How to Apply

STEP 1 - Complete the IHP SPRING / FALL 2026 Internship Onboarding Form:

https://docs.google.com/forms/d/e/1FAIpQLSeQhAmeN2_cfDZ0e4y2zxY1-RK_jMJ-kMQZImGroKgtvP02UQ/viewform?usp=header

Ensure you use the same form under basic documents to upload:

STEP 2 - Your Cover Letter explaining why you are the best candidate for the Internship Program

STEP 3 - Don't forget to upload your Resume

STEP 4 - Provide a Link to your LinkedIn profile (if you have one)

Interview Process

- Once all applications are reviewed, candidates that meet all requirements and availability will be considered.
- Candidates will be invited to join a Group Interview will be contacted via email within 48 hours after the interview.
- If selected as our preferred candidate, you will be notified within 24 hours to complete the contract agreements.

Work Environment

- All work will be done online via Zoom.
- Creative work may be used in your personal portfolio, including success stories for future opportunities (respecting confidentiality requirements).

Contact

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