

EMPLOYER INFORMATION

COMPANY NAME

Yellow Daisy
343 East 4th North, Suite 233, Rexburg
(208) 715-6709

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Lola at ydcareer200@gmail.com

POSITION INFORMATION

POSITION NAME

Mental Health Practice Operations Intern (Paid)

Mental Health office is seeking a dependable, organized, and compassionate college student to join our growing outpatient psychiatric practice. This paid internship provides hands-on experience in medical office operations, patient communication, scheduling, insurance verification, HIPAA compliance, electronic health records, and behavioral health practice management. Students interested in healthcare administration, medical assisting, nursing, psychology, social work, or business are encouraged to apply. There is potential for continued part-time employment following the internship.

MINIMUM QUALIFICATIONS

- Currently enrolled in a college or technical program
- Strong verbal and written communication skills
- Professional and compassionate when interacting with patients
- Organized with excellent attention to detail
- Comfortable learning new computer software
- Able to maintain strict patient confidentiality (HIPAA)
- Reliable transportation and dependable attendance
- Previous customer service or office experience is preferred but not required

SALARY/ WAGE RANGE

\$14.00-\$18.00 per hour depending on experience

EMPLOYMENT TYPE

Internship

CLOSING DATE

08/14/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Please email your resume and the information below to ydcareer200@gmail.com.

Use the subject line: CEI Internship Application – Your Full Name.

List the days and general hours you are available during the school year.

In 100 words or fewer, describe a time you noticed a problem and took action without being asked. Please begin your response with the word Sunflower.

ADDITIONAL INFORMATION

This is a growing private outpatient psychiatric practice serving patients in Idaho and Utah. This paid internship provides meaningful hands-on experience in behavioral health practice operations, including patient communication, scheduling, insurance verification, HIPAA compliance, electronic health records, and practice management. Flexible scheduling is available around class schedules. Outstanding interns may be considered for future part-time employment as positions become available. Applications that move forward will be contacted for a brief phone interview.