

PT Practice Management Internship Opportunity

Are you a motivated pre-PT student eager to immerse yourself in the dynamic operations of a concierge private practice? Are you interested in opening your own practice, moving into management of an established clinic, or exposure to advanced techniques on the forefront of clinical practice?

Our patient-focused practice prioritizes quality over quantity. We are excited to offer an enriching internship opportunity that will allow you to gain insight into managing complex patient cases, develop valuable entrepreneurial skills, and learn the essentials of practice management and marketing. Interns will have the opportunity to work closely with the practice owner; a clinician with experience in diverse PT specialty care, teaching for multiple DPT programs, media consulting, and serving as an expert witness.

Position: Practice Management Intern

Duration: Flexible (Semester/Quarter/Year-round)

Location: Variable

- Administrative tasks-remote work accessible
- Clinical observation hours-mobile

Compensation: Dependent upon length of internship and hours worked.

- Administrative tasks: potential for compensation for completion of work that increases practice revenue (e.g. patient referral bonuses)
- Clinical observation hours: unpaid time
- Interns are eligible for a complimentary package of PT services to be used for injury rehabilitation, injury prevention/wellness, or athletic performance enhancement.

Responsibilities:

As a Practice Management Assistant, you will work closely with the business owner, a licensed physical therapist, to support various aspects of practice management which may include:

- **Equipment Management:** Organize, maintain, and inventory practice equipment, ensuring optimal functionality and readiness for patient care.
- **Research & Procurement:** Assist in researching new devices and technologies for equipment acquisition to enhance practice services.

- **Social Media Management:** Assist in content development for social media platforms to enhance patient engagement and grow the practice's online presence.
- **Patient Engagement Program Development:** Collaborate on initiatives that strengthen patient satisfaction and retention through innovative engagement activities.
- **Home Exercise Program Handouts:** Assist in generating handouts for patient home exercise programs, with content as dictated by the supervising PT.
- **Patient Resource Library Development:** Curate a comprehensive library of patient education materials and resources for use during therapy sessions.
- **Administrative Support:** Perform day-to-day administrative tasks, including scheduling, administrative documentation, and communication with patients.
- **Organizational Tasks:** Optimize workflows and ensure the office runs efficiently through effective organization and time management strategies.
- **Special Projects:** Participate in other relevant tasks and projects that align with your skills/interests and the needs of the practice.

What You'll Gain:

- Priority for clinical observation hours to meet requirements for application to a DPT program.
- Opportunity to develop a relationship with a local clinician, which may serve as a foundation for a future employment reference, and/or a recommendation letter for DPT school applications, if appropriate.
- Consideration for future employment opportunities with the practice in administrative or clinical capacities.
- Mentorship and guidance from an experienced clinician to help you gain insight into unique aspects of physical therapy clinical practice, and practice management principles.
- Development of transferable skills such as organization, communication, research, and problem-solving.

Requirements:

- Pre-PT students enrolled in a relevant undergraduate program.
- Strong organizational skills, attention to detail, and a commitment to excellence.
- Enthusiasm for patient care and interest in practice management.
- Ability to work independently and collaboratively in a professional environment.
- Familiarity with basic office software (e.g., Microsoft Office Suite), and social media platforms.
- Creativity and adaptability in approaching new challenges.

This internship is an excellent opportunity to gain practical experience and make a meaningful impact in a small, vibrant PT practice while preparing for your future career.

How to Apply:



Scan the QR Code or
Apply Online at:

[Career Applications | Ally Total Physical Therapy](#)

If you have any questions regarding the application process, email Dr. Heather Swain at info@allytotalpt.com.