



**Job Title:** AHCT Small Business Intern -Summer 2025     **FLSA Status:** Non- Exempt, \$18.00/hour  
**Reports to:** Director of SHOP, Product Development, & Broker Services     **Department:** SHOP

The AHCT Small Business Intern will support the Access Health CT Small Business team with operational, sales, and administrative functions related to employer-sponsored health plans. The intern will gain hands-on experience with quoting tools, data management, billing support, and customer service initiatives. This is an ideal role for students interested in health insurance, business development, or healthcare operations.

**This is a 30-40 hour per week hybrid internship role running from June 4, 2025 through August 13, 2025.**

As a summer intern, you will be an integral part of a collaborative project that brings together diverse talents and perspectives. Throughout your internship, you will work alongside fellow interns and team members, participating in regular meetings to discuss progress and share ideas. You will also have the opportunity to present your project to the Senior Leadership Team at the end of the summer, showcasing your contributions and insights. Additionally, you will be paired with an internal mentor who will provide guidance and support throughout your internship, helping you develop valuable skills and gain meaningful experience in a professional setting.

#### **What You Will Learn:**

- The process of reviewing group invoices for accuracy against quoted and enrolled amounts.
- How to reconcile payments and resolving discrepancies.
- Tracking member ID cards and enrollment confirmations.
- Support quoting of employer health plans via the ICHRA BusinessPlus and Small Group portals.
- Learn quoting logic for various group sizes and ACA standards.
- How to audit enrolled groups for rate accuracy, plan selections, and application submissions.
- Maintain accurate contact and licensing records.
- How to update businesses and brokers on missing or outdated information.
- Track National Producer Numbers (NPNs) and license expiration dates.
- Ensure data integrity across portals and CRM tools.
- Help maintain accuracy of XML and EDI files.
- The tracking process of enrollment and payment files between portals and carriers.
- How to identify and resolve data transmission discrepancies.
- Contributing to internal controls in line with regulatory standards.
- Supporting carrier assessments, RFP reviews, and report generation.

- Collaboration on special projects related to operations and financial analysis.

**What We Require:**

- Actively enrolled in an undergraduate program (Business, Marketing, Finance, Public Health, or similar)
- Entering Junior or Senior year with a GPA of 3.0 or higher
- Strong communication and organizational skills
- Intermediate skills in Microsoft Excel and PowerPoint
- Interest in healthcare, insurance, or business operations
- Ability to work in a fast-paced environment and manage multiple tasks
- Willingness to learn and collaborate with multiple departments

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is a full-time hybrid role requiring two full days in-office (Tuesdays and Wednesdays). In office the noise level in the work environment is usually low. Can have fast-paced deadlines to meet. Travel is TBD.