Organization: Martin's Point Health Care
Organization Location: 331 Veranda Street, Portland, ME 04103
Work Location: Hybrid

About the Organization: Martin's Point Health Care is a progressive, not-for-profit organization providing care and coverage to the people of Maine and beyond. The organization operates six primary care health care centers in Maine and New Hampshire, accepting most major insurance plans. Martin's Point also administers two health plans: Generations Advantage (Medicare Advantage plans available throughout Maine and New Hampshire), and the US Family Health Plan (TRICARE Prime® plan for active-duty and retired military families in northern New England, upstate New York, and western Pennsylvania).

Internship Title: Health Plan Quality Intern

Number of Positions Available: 1

Internship Description: Looking for a great summer internship opportunity? Here's your chance to gain valuable work experience with a leading health care provider. Martin's Point Health Care – an innovative, not-for-profit organization offering care and coverage to residents of Maine and beyond – is looking for talented summer interns to join our team.

As a united force of people caring for people, we're on a mission to transform the health care system and create a healthier community. Our employees enjoy a culture of trust and respect, where our values – taking care of ourselves and others, continuous learning, helping each other, and having fun – come to life every day. No wonder Martin's Point has been recognized as a certified Great Place to Work since 2015! For more information, please visit

https://martinspoint.org/meet-martins-point/about-martins-point

Our internship program includes instructor-led learning workshops to support professional and personal development, networking events, and volunteer opportunities in our community.

And to see how we are supporting health in our communities, please check out our videos at

https://vimeo.com/showcase/6578905

Health Plan Quality Intern Description:

Internships offered in our Health Plan division offer great learning opportunities for anyone planning to begin a career in health care. Interns will gain exposure to key functions of health plan operations and learn about some of the most important concepts needed to understand our health care system.

Responsibilities include:

• Conduct analysis of performance measurement data
• Assist in implementation of quality improvement initiatives
• Conduct telephonic outreach to providers and members
• Conduct literature reviews and research as directed

Knowledge, Skills, Abilities and Qualifications:
• Currently enrolled in two or four-year degree program, with a focus on population health a plus
• Genuine interest in the health care field
• Ability to provide the highest level of customer service both to internal and external customers, with excellent interpersonal and communication skills
• Analytical and problem-solving skills with strong attention to detail
• Ability to handle confidential and sensitive information in a discreet and professional manner
• Ability to work independently and collaboratively
• Ability to prioritize tasks within an assigned project
• Effective time management skills
• Flexibility in tackling assignments of varying complexity
• Working knowledge of Microsoft Office products including Excel, or strong willingness to learn
• Experience working in an administrative and/or customer service-oriented environment preferred

Rate of Pay: $20/hr

Time Commitment: 32

Other logistics to consider: This position is primarily remote with travel onsite to Portland as needed throughout the program. We are an equal opportunity/affirmative action employer.

*Please note: Internships **do not** provide housing. Housing is the student's responsibility upon acceptance of an internship offer, unless otherwise stated in the above description.*