



**Undergraduate
Health Leadership
Internship Program**

Summer 2025
Internship Program

Organization: Martin's Point Health Care

Organization Location: 331 Veranda Street, Portland, ME 04103

Work Location: In-person

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: Delivery System Operations Intern

Number of Positions Available: 2

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>

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

<https://vimeo.com/showcase/6578905>

Delivery System Operations Intern description:

The intern will provide support for various patient care quality improvement initiatives primarily through supporting teams in obtaining patient records to support holistic patient care. These clinical documents are part of a patient's electronic medical record and will need the interns support in updating electronic record systems thoroughly and accurately.

Primary responsibilities include:

- Learning and assisting in day-to-day processes to support patient care
- Health information management and document management work
- Create reporting and analysis of operational information
- Support of specific workstream stabilization efforts

Knowledge, Skills, Abilities and Qualifications:

- Currently enrolled in two or four-year degree program, with a focus on Health Sciences or Business.
- 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
- Experience working in an administrative and/or customer service-oriented environment preferred
- Ability to handle confidential and sensitive information in a discreet and professional manner
- Ability to collaborate with team members and all internal departments
- Working knowledge of Microsoft Office products and other technologies (Excel, Word) as required
- Ability to work independently and collaboratively, and be able to prioritize tasks within an assigned project under deadlines
- Possesses a general understanding or desire to learn medical terminology and abbreviations.

Rate of Pay: \$20/hr

Time Commitment: 32 hours/week for 12 weeks

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.*