

**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: 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: Network Database Specialist 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>

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>

Network Database Specialist 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.

The Network Database team helps maintain the Customer Relationship Management (CRM) and claims payment system provider data by entering, documenting, and maintaining provider information, including credentialing applications and contracts, and researches and assists in resolving issues as they arise. The team also supports process functions related to the credentialing and recredentialing of health plan providers (including facilities) to ensure they meet the necessary requirements and credentialing standards/regulations (CMS/NCQA/DoD) for acceptance and continued participation as a network provider of Martin's Point Health Care's multiple health plans/product lines.

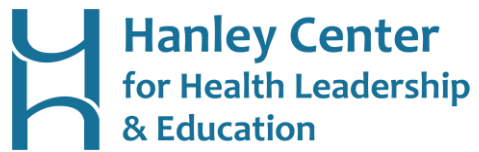
- Supports strategic projects relating to our provider databases which may include updating records
- Helps with process improvement work to ensure accuracy of data
- Supports data compilation and help maintains databases/spreadsheets to support operational tracking needs

Knowledge, Skills, Abilities and Qualifications:

- Currently enrolled in two or four-year degree program, with a focus on Business administration, or Health Plan Policy.
- 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 along with work collaboratively across the department and organization
- 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



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Other logistics to consider: This position is primarily remote with some time spent onsite in Portland, ME 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.*