

**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 - 891 Washington Avenue, Portland, ME 04103

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: Pharmacy Administration 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>

Position Summary:

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:

- Assists with Member, Provider and pharmacy outreach activities and messaging about medication adherence.
- Collaborates with other health plan and delivery system teams, including pharmacists and care managers to assist in member, provider or pharmacy outreach.
- Supports pharmacy tasks related to medication adherence including, but not limited to, education on the importance of adherence and addresses member concern and barriers.
- Encourage timely prescription refills and assist with connecting members to pharmacy and provider services.
- Track, trend and report on adherence barriers and member feedback
- Participate in team meetings to review Star Measure performance, goals and best practices and other meetings as requested.
- Complete assignments for special pharmacy projects which may include compiling of information, report generation, maintenance of necessary records and files

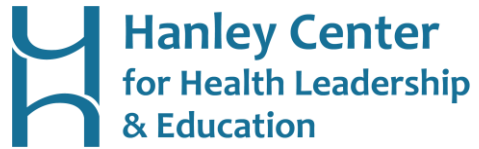
Knowledge, Skills, Abilities and Qualifications:

Skills, Education and Experience:

- Currently enrolled in two or four-year degree program
- Basic level of Medical, Clinical, or Pharmacy knowledge required
- Prior experience in or exposure to pharmacy highly preferred; retail or managed care
- 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 with sound judgment in decision making
- Demonstrated ability to review and analyze data
- Ability to take appropriate initiative while soliciting input/advice
- Ability to prioritize tasks within an assigned project
- Effective time management skills (ability to prioritize and multi-task while maintaining focus on objectives)
- Flexibility in tackling assignments of varying complexity
- Working knowledge of Microsoft Office products including Word, Excel and PowerPoint
- Understanding of Medicare Star Ratings and knowledge of adherence-related measures preferred.

Rate of Pay: \$20.00/hour

Time Commitment: 32 hours per week



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Other logistics to consider: This position includes some work onsite, in Portland. Beginning in late May the duration of the internship program is 12 weeks. Please note that this is a hybrid working arrangement. 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.*