

Public Health Workforce Development Internship Program

Healthcare Administration Internships - Fall 2024

Worksite: *Community Liaison and Care Coordination*

Location: *Baltimore, MD (Baltimore City)*

Title: *Medical Care Program Specialist Intern*

Main Purpose:

The Medical Care Program Specialist internship is perfect for an undergraduate or graduate student, or a recent college graduate. You'll gain valuable resume experience and develop knowledge of Maryland COMAR, Medical Assistance Program regulations and policies, federal and state regulations, and industry standards for best practices.

Our Medical Care Program Specialist intern will be part of our Community Liaison and Care Coordination Division and is responsible for educating Medicaid participants on covered services and providing assistance with healthcare system navigation. Ultimately, the Medical Care Program Specialist intern will help the Community Liaison and Care Coordination Division assist Medicaid participants, providers and other stakeholders with care coordination, service access, complaint resolution or other identified needs in order to ensure enrollees receive covered services.

Worksite: *Board of Professional Counselors and Therapists*

Location: *Baltimore, MD (Baltimore City)*

Title: *Public Health Administration Intern*

Main Purpose:

The Public Health Administration intern is perfect for a recent college graduate, current student/junior/senior/etc.. You'll gain valuable resume experience and build a practical understanding of how regulatory boards function as part of the Public Health Administration. During your time you will see how the processing of applications and investigations occur. We are looking for individuals with a strong ability to prioritize and execute in a high paced environment and assist with the digitalization of documents.

Our Public Health Administration intern will be part of our Maryland Board of Professional Counselors and Therapists and responsible for helping manage our clerical filing system and our digitizing of our files. Ultimately, the Public Health Administration intern will help Maryland Board of Professional Counselors and Therapists to achieve our mission of helping to ensure Marylanders have access to high quality Counselors and Therapists.

Worksite: Office of the Inspector General for Health

Location: Baltimore, MD (Baltimore City)

Title: Auditor/Investigator Intern

Main Purpose:

The Auditor/Investigator internship is perfect for a recent college graduate, current student/junior/senior/etc. You'll gain valuable resume experience and build healthcare fraud auditing/investigative skills that make the intern more employable; hopefully the intern would want to join the Maryland Office of the Inspector General to fight fraud/waste/abuse in the Medicaid program and will be ready to step in on day one of post-graduation and perform the duties of the position.

Our Auditor/Investigator intern will be part of our Office of the Inspector General for Health (OIGH)-Provider Reviews team and be responsible for helping detect fraud/waste/abuse and identify overpayments by/to Medicaid providers. Ultimately, the Auditor/Investigator intern will help the OIGH achieve/accomplish relevant goals associated with the internship, i.e. learn audit/investigative skills, learn to develop and execute an audit workplan, learn investigative interviewing skills, prepare workpapers and reports and interact with Medicaid providers, recipients and MDH staff.

Worksite: Behavioral Health Administration - Finance & Fiscal Services

Location: Baltimore, MD (Baltimore City)

Title: Accounting Intern

Main Purpose:

The Accounting intern will assist the Fiscal staff in tracking the Behavioral Health Administration in processing day-to-day accounting issues in operation of the administration. This intern's role is crucial as our administration has received more duties as a result of increased funding and awarded funding that must be processed in the accounting system and provide our customers with the best customer service. Our budget has grown to \$1.2 plus billion dollars.

This intern will learn how to process invoices, create pay blocks, track expenditures, missing payments, and run monthly reports for the administration. This intern will learn how to review postings in FMIS and compare them to awards to make sure payments are accurate and timely.

Worksite: Office of Long Term Services and Supports, Division of Nursing Services

Location: Baltimore, MD (Baltimore City)

Title: Administrative Coordinator Intern

Main Purpose:

The Administrative Coordinator internship is perfect for an upper undergraduate health administration student or a graduate student interested in health program management and evaluation. Clinical background may be helpful as well as novice to mid-level research skills. You'll gain valuable resume experience and build skills to enhance your knowledge of health programs external to an acute care setting as well as how to establish program objectives to evaluate the effectiveness of our program. You may also gain experience in matrix program management and coordination/collaboration.

Our Administrative Coordinator intern will be part of our Office of Long Term Services and Support (OLTSS), Division of Nursing Services. You will be assisting our division to develop a tool that evaluates the work performed by the Division of Nursing Services and its contribution to the outcomes of high-quality care and service to participants of our programs. Ultimately, the Administrative Coordinator intern will achieve the skills of program objectives development and measurement of attainment which are goals that a potential programmatic health administrator will need to possess.

Worksite: Board of Examiners in Optometry

Location: Baltimore, MD (Baltimore City)

Title: Optometry Licensing Intern

Main Purpose:

The mission of the Board is to protect the citizens of Maryland and to promote quality health care in the field of optometry by:

Licensing optometrists; receiving and resolving complaints from the public, courts, employers, insurance companies, and other licensees regarding optometrists who may have violated the optometry law (annotated code of Maryland Health Occupations Article, Title 11) and its regulations (Code of Maryland Regulations 10.28; and

Setting standards for the practice of optometry that reflect new and emergent developments in the practice of optometry through legislation and regulations.

This intern will assist the Executive Director and Licensing Coordinator in completing projects that help uphold this mission. This intern will learn about all aspects of a health care licensing board gaining exposure to a variety of functions in healthcare administration.