

Undergraduate Health Leadership Initiative  
Summer Internship Program

Maine DHHS – Office of MaineCare Services  
109 Capitol Street  
Augusta ME 04330



**About the Organization**

The office of MaineCare Services within DHHS administers Maine’s Medicaid program, which provides health insurance coverage to over 200,000 Maine residents. MaineCare provides low-cost and free health insurance to Mainers who meet certain requirements, usually based on household income. MaineCare covers doctor visits, emergencies, substance use disorder treatment, prescription drugs and more.

**Internship Title**

MaineCare Rate System Evaluation Project

**Mentor**

David Jorgenson

**Work location**

109 Capitol Street  
Augusta ME 04330

**Time Commitment**

40 hrs/week

**Internship Description**

The intern will assist with the coordination of, and work related to, MaineCare’s Rate System Evaluation project. Activity will include compiling and organizing information and documentation to support the Department’s evaluation of the reimbursement rates and methodology for MaineCare providers. This position will work closely with MaineCare’s Rate Setting and Policy teams, providing additional work plan support activities as needed.

**Knowledge, Skills, Abilities and Qualifications**

- Ability to work with Microsoft Office products (Basic Excel & Word skills required, Outlook and PowerPoint preferred)
- Strong organizational skills (Ability to create clear, concise documentation; keeps a calendar and tracks timelines; communicates well by email, phone and in person.
- Algebra and arithmetic skills are required
- Preferred, but not required, is some level of familiarity/experience with MaineCare / Medicaid / State Policy
- Prefer familiarity with the healthcare system and public health

**Rate of Pay**

\$15/hr

**Housing Provided?**

No