

**Undergraduate Health Leadership Initiative
2024 Summer Internship Program**

**Martin's Point
891 Washington Ave., 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

Internship 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.

Responsibilities include:

- Assists with Member, Provider and Pharmacy outreach activities and messaging
- Supports pharmacy tasks related to medication adherence data reviews
- Attends operational calls with Pharmacy Benefit Manager 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
- Collaborates with other the health plan and delivery system teams to assist in member and provider outreach

We are an equal opportunity/affirmative action employer.

Number of positions: 1

Knowledge, Skills, Abilities and Qualifications:

- Currently enrolled in two or four-year degree program
- Basic level of Medical, Clinical, or Pharmacy knowledge preferred
- 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
- Prior experience in or exposure to pharmacy; retail or managed care preferred

Stipend: \$20/hour

Work Location: Hybrid - Mostly remote with some time spent onsite (1-2 times onsite per month in the department. Networking/volunteer opportunities onsite with intern cohort as well).

Time Commitment: 32 hours per week

Other logistical aspects to consider: Beginning on 5/28, the duration of the internship program is 12 weeks. Interns must reside in Maine throughout the program. Please note, housing is not provided.