BALTIMORE CITY HEALTH DEPARTMENT

Health Finance Intern

The Baltimore City Health Department seeks a Health Finance Intern. This internship will consist of 10 hours per week. We are looking to fill this position immediately and it will last for 6 months. This position reports to the Director of Billing and Revenue Management. This is an unpaid position, but is a perfect opportunity for a student seeking graduation credit, volunteer hours, or practicum requirements.

Responsibilities

- Support the Director of Revenue Management in various tasks
- Assist in the creation of various guiding documents such as policies, procedures and training manuals
- Assist in the design of organizational materials such as forms, workflow instructions, and dashboards

Candidate Requirements

- Proficient in Microsoft Office Suite; particularly Excel, Word, and PowerPoint
- Excellent verbal and written communication skills and attention to detail
- General math skills
- Ability to work with minimal supervision
- Ability to adhere to schedule and deadlines
- Must be able to work between the hours of 7am-5pm during the work week

Candidate Desirables

- Interest in healthcare patient workflows, finance, and office management
- Sense of creativity a plus
- Background or concentration in Healthcare Administration, Healthcare Policy, Healthcare Finance, Healthcare Operations, or Organization Strategy desired

To Apply

Send pdf versions of your resume and cover letter to the Baltimore City Health Department (bchdinterships@gmail.com). Please put "Health Finance Internship" in the subject line.