

# Quality Management Internship

College to County Intern 2023 - Health Department, Behavioral Health



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**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 - 40 hours a week

**Telework:** *Fully remote*

**Physical Location:** Five Oak: 209 SW 4th Ave, Portland OR

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** N/A

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## What Does the Quality Management Team Do?

*The Quality Management team provides infrastructure for the [Behavioral Health Division](#) in the Health Department. Our teams are responsible for compliance, quality improvement, billing, data and analytics, report development, maintaining the Electronic Health Record system, and maintaining client records.*

## Internship Description:

*This position will work closely with the Division's Electronic Health Record (Evolv) to investigate duplicate client records and assist with the merging of client records. This position will work with Health Information Technicians and Clinical Records Staff to learn about merging client records and assist with investigating a backlog of client merge requests.*

Responsibilities include:

- *Attend Records Team meetings*
- *Work with Records Team Health Information Technicians to learn how to investigate and merge duplicate client records*
- *Work with Evolv support team to learn how to complete client merges and run data reports*

## Education and Experience Qualifications:

- *Candidates should have completed or enrolled in a college/university academic institution.*
- *Basic data entry skills*
- *Comfortable working in Google documents and spreadsheets*
- *Ability to work independently*

- *Attention to detail*

**Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.