

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
 INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH	
Administration / Office: Office of Health Services Inspector General	
Location of Internship: Lansing, MI	
Intern Supervisor's Name(s): Sameer Pandya	
Intern Supervisor's Title(s): Assistant Inspector General, Field Agent Manager	
Intern Supervisor's Phone: 517-335-5239	Intern Supervisor's Email: DCH-OIG@michigan.gov

APPROVAL

Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): Sameer Pandya
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INTERNSHIP SCHEDULE

Internship Time Period: Summer (May - Aug) - 2013	Internship Hours Requested Per Week: Flexible
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PREFERRED EDUCATION

Major / Minor: Law School; 2 nd or 3 rd Year Law Student or Recent Graduate
Level of Education: Select One
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Strong legal research, writing, critical thinking, and analytic skills - Excellent verbal and written communication skills - Knowledge of criminal law and procedure, administrative law, health law, evidence, and business organizations - Knowledge of computer applications (Microsoft Office, Powerpoint); proficiency in MS Excel - Ability to research, assemble, and evaluate evidence, including business records and confidential health information - Ability to prepare documents and presentations in accordance with standard guidelines and consistent with applicable law

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Field Agent Legal Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - As part of a multidisciplinary team, assist the Office of Inspector General in the prevention, detection, and investigation of fraud, waste, and abuse in Health Services Programs - Identify and interpret applicable case law, statutory requirements, criminal procedure, court rules, administrative rules, program regulations, policy, etc. to provide resources and technical advice to staff - Develop and implement investigative procedures to make probable cause determinations - Draft relevant memoranda, case summaries, and supporting documentation - Participate in field audits of health care providers, assisting in identification of material issues and investigative objectives

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- Observe administrative hearings and provide interpretive documents to support administrative action taken against health care providers

APPLICATION PROCESS

Submit: 1) [internship application](#), 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.

Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Linda Loeffler	Loefflerl@michigan.gov
Operations	Kevin Bartley	Bartleyk@michigan.gov
Other	Linda Loeffler	Loefflerl@michigan.gov

For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships