

**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): Pam Huffman

Intern Supervisor's Title(s): State Administrative Manager I

Intern Supervisor's Phone: 517-335-5242 **Intern Supervisor's Email:** HuffmanP@michigan.gov

APPROVAL

Supervisor Approval Yes No **Approving Supervisor Name** (*signature not required*): Beau Hill

INTERNSHIP SCHEDULE

Internship Time Period: Winter/Spring (Jan - Apr) - 2012 **Internship Hours Requested Per Week:**
 Negotiable

PREFERRED EDUCATION

Major / Minor: Information Technology, Database Administration or a related Information Technology field

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Strong research and analytical skills, knowledge of computer database software (i.e., Microsoft Access, BiQuery, Business Objects, SPSS, etc), and excellent communication and writing skills.

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

<input checked="" type="checkbox"/> Adaptability	<input 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 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: Inspector General Data Analyst Intern

Intern Responsibilities / Projects:

- Design queries to extract health services claims information from various data sources, to be used in data analysis in order to identify potential health care fraud and abuse.
- Utilize relational database technology to identify common characteristics among various data sets, such as claims data, provider information, beneficiaries, etc., in order to identify fraudulent health care providers and health care fraud schemes.

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	Shelly Murrell	MurrellS@michigan.gov

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Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@michigan.gov

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