

CAQH Internship Description

Position: Intern

Department: Explorations

Reports To: Sr. Mgr. Research & Measurement

Date: Fall 2016

CAQH, a non-profit alliance, is the leader in creating shared initiatives to streamline the business of healthcare. Through collaboration and innovation, CAQH accelerates the transformation of business processes, delivering value to providers, patients and health plans.

Internship Overview:

The Intern is responsible for assisting with the goals and objectives of the Explorations area, including the CAQH research portfolio consisting of both internally identified and externally-focused research projects in the area of healthcare business simplification. This is an exciting role for someone that wants to learn and experience first-hand how healthcare industry stakeholders collaborate to streamline the business of healthcare. The Intern will provide support to many aspects of the CAQH research initiatives, with substantial contribution to the development of a short report focused on provider data.

Interns will be expected to work 15-20 hours per week for 12 weeks and will be paid on an hourly basis. All work will be completed at the CAQH office located at 1900 K Street, NW.

Internship Requirements:

- Must be currently enrolled in a graduate program or have recently completed a graduate program (e.g. within one year of graduation).
- Working towards a degree in a health administration, health policy, public health, statistics, business, or similar fields.
- Possess excellent research, writing, editing, reasoning and analytical skills, attention to detail and ability to work independently.
- Working knowledge and familiarity with computer and data applications (e.g. MS Excel) and internet research tools.
- Previous experience in writing and research desirable.

What you will accomplish:

- Gain a broad understanding of CAQH and its initiatives.
- Develop a foundational understanding of administrative simplification.
- Gain basic understanding of provider data management and contribute substantially to the development of a short report focused on provider data.
- Formally present research findings to CAQH leadership.
- Provide support to other Explorations initiatives, including the CAQH Index, which reports on data from over 4 billion healthcare claims-related transactions between health plans and providers.

What you get:

CAQH recognizes that its most important asset is its growing team of smart, creative, collaborative, forward-thinking and passionate. Our location in downtown Washington, DC is metro-accessible, has an onsite fitness center and is centrally located to allow our team to take advantage of professional networking opportunities, cultural offerings and a thriving social scene.