



Monument Health

Clinical Operations Internship Opportunity

Job Title	Clinical Operations Intern	Job Status	Hourly Non-Exempt
Location	Grand Junction, CO	Date Posted	May 2022
Department	Monument Health, LLC	Wage Range	\$15 / hour

Monument Health is looking for interested candidates to fill an internship in the clinical operations department. We're looking for a personable and enthusiastic individual to help support the organization with researching clinical strategy efforts, as well as creating internal workflows to reflect research results. This role will span across Monument Health's operations and is an opportunity to get involved with a number of our initiatives. Successful candidates may be pursuing any Bachelor's level degree but must be interested in learning more about healthcare on the Western Slope. Interns will work closely with all team members and will be supervised by the Manager of Clinical Operations.

About Monument Health

Monument Health, LLC is a three-way joint venture capitalized in 2015 and owned by St. Mary's Regional Medical Center (and SCL Health), Primary Care Partners, and Rocky Mountain Health Plans (and United Healthcare Colorado). Monument Health facilitates the largest and most comprehensive clinically integrated network (CIN) on Colorado's Western Slope and delivers high-impact population health services. The high performing integrated network and population health services allow for better, more coordinated care and cost containment.

Monument Health currently manages a network of 20,000 members across the Western Slope, which encompasses Commercial, Medicare Advantage, and Dual Special Needs (D-SNP) insurance plans. Monument Health is a co-branded commercial insurance product currently sold by Rocky Mountain Health Plans in Mesa and Delta counties on the Connect for Health Colorado insurance exchange. Self-funded employer groups may also utilize the Monument Health network and population health services on their TPA platforms. In addition, Monument Health offers contracting, data/analytics, population health and employee-based wellness programs and services.

Job Responsibilities

- Performs duties as assigned or as necessity dictates with the purpose of learning the functions and skills required by a business professional in the healthcare industry
- Develop a working knowledge of health policy concepts and general health plan benefits and effectively communicate the details to internal team members when needed



- Compile information from medical records, internal reports, and other resources while maintaining confidentiality according to established privacy standards
- Research and create workflows that reflect best practices for health plan benefits and population health outreach projects
- Collaborate with and support the internal team and executive leadership for meeting preparation including developing powerpoints and other deliverables, scheduling, setup, etc.
- Accurately document and track your work on internal tools
- Contributes to team office functions as needed to help the office run in a smooth and efficient manner with minimal oversight
- Primarily a desk job in an office environment requiring lifting ≤ 10 lbs, sitting for long periods of time, and repetitive movements

Basic Qualifications

- Currently enrolled in a Monument Health affiliated university (i.e. Colorado Mesa University, Western Colorado Community College); both undergraduate and graduate students welcome
- 1+ year of experience using collaborative document management solutions such as Google Drive
- 1+ year of experience in Google G-suite and/or Microsoft Office Suite
- Reliable transportation and valid and current drivers license and auto insurance

Preferred Qualifications

- Highly-motivated, self-driven person who can learn quickly and be comfortable in a fast-paced, start-up environment where direct feedback is regularly provided
- Background or educational training related to the medical field or health insurance
- Work well independently and on a team
- Ability to manage multiple tasks at one time and move quickly from one project to another
- Skilled in independent critical thinking
- Communicate and clarify intentions, requirements, and offer different perspectives
- Willingness to adhere to and champion Monument Health's Core Values: Community, Stewardship, Integrity, Accountability, Transparency, Results, Growth and Learning

OSHA Category Classification: JOB CATEGORY II

Tasks that involve no usual exposure to blood, body fluids, or tissues. However, because of the nature of the work, the performance of Category I tasks may be necessary. The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may result as a condition of employment. Appropriate protective equipment (i.e., gloves, masks, gowns, etc.) are



readily available as specified in each procedure. Personnel performing Category II tasks need not be wearing protective equipment, but they should be prepared to put on such protective garb on short notice.

This is a high-intensity role, located in Grand Junction, Colorado. Monument Health is an Equal Opportunity Employer – Minority / Women / Disability / Veteran / Gender Identity / Sexual Orientation. Monument Health is a strictly tobacco-free environment.