



## INTERN – HEALTH POLICY

### Full or Part-time (can accommodate class requirements)

Applied Policy is a health policy and reimbursement consulting firm located in Alexandria, VA minutes from Washington, D.C. We provide strategic guidance to healthcare providers, specialty societies, trade associations, device, diagnostic and drug manufacturers, and other organizations affected by federal healthcare legislation and the programs administered by the Centers for Medicare & Medicaid Services (CMS) and U.S. Department of Health and Human Services.

Applied Policy's services help organizations improve the lives of people by transforming intention into action. We apply our expertise in Medicare, Medicaid and Health Insurance Exchanges to help our clients improve the lives of the people they serve — whether they are sick or disabled or are working to stay well. This position will support our work through research, writing, presentation drafting, and attending and summarizing events.

We are not registered lobbyists and do not lobby federal or state governments.

### Duties and responsibilities

- Conduct primary and secondary qualitative and quantitative research supporting policy guidance for clients.
- Draft PowerPoint presentations and written summaries tailored to the needs of individual clients.
- Assist with editing, proofreading, and formatting for client deliverables.
- Attend webinars, conference calls and public meetings and write professional summaries of these events for use with clients.

### Experience and Qualifications

- Bachelor's degree in health policy, public policy, healthcare management, public health, public administration, health economics, business administration, health sciences, or a relevant discipline.
- A related current or completed graduate degree is beneficial.
- Demonstrated interest in and curiosity about complex health policy issues through coursework or prior work experience.
- Knowledge of the federal legislative and regulatory processes and/or Medicare and Medicaid is beneficial.
- Strong research skills and excellent written and oral communication skills.
- Strong analytic and problem-solving skills.



- Highly organized, attentive to detail, and responsive to feedback.
- Ability to work on multiple projects in parallel.
- Strong proficiency in Microsoft Office Suite.

## Position

This internship is full-time though allowances can be made if the candidate has school-related responsibilities. Our office is located on the Old Town Alexandria, VA waterfront. Applied Policy has a flexible remote working policy. However, we have a preference for in-person interaction and prefer candidates to plan for some regular in-office presence. We expect a successful applicant for a full-time internship to be in the office two to three days per week.

## Compensation and Benefits

This is a paid internship and compensation will be based on experience.

To apply, please send your resume with a cover letter, to [jvoorhees@appliedpolicy.com](mailto:jvoorhees@appliedpolicy.com) - subject line should include "Health Policy Intern".

*The above description is intended to describe the general nature of the job and may include other duties as assumed or assigned; it is not intended to be all-inclusive or limit the duties of the position.*

EOE

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