

## Health - Behavioral Health Quality Management/Records Internship

<b>Job Requisition</b>	R-19320 Health - Behavioral Health Quality Management/Records Internship (Evergreen) (Open)
<b>Job Family</b>	Interns
<b>Start Date</b>	04/03/2026
<b>End Date</b>	04/10/2026
<b>Primary Posting</b>	No
<b>Description</b>	

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:

**\$16.30 - \$30.00 Hourly**

Department:

**Health Department**

Job Type:

**Intern**

Exemption Status:

**United States of America (Non-Exempt)**

Closing Date (Open Until Filled if No Date Specified):

**April 09, 2026**

The Opportunity:

Behavioral Health Quality Management/Records Internship

College to County Intern 2026 - Health Department, Behavioral Health Division

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2026 - Starting in June - 12 weeks

Hours: 20 - 40 hours a week

Telework: Fully remote

Building Physical Location: Five Oak: 209 SW 4th Ave,Portland OR

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: N/A

TriMet Passes are available if transportation to County facilities is required.

What Does the Quality Management Team Do?

The Quality Management team provides infrastructure for the Behavioral Health Division in the Health Department. Our teams are responsible for compliance, quality improvement, billing, data and analytics, report development, maintaining our Electronic Health Record systems, and maintaining client records.

Internship Description & Responsibilities:

This position will work closely with the Division's Electronic Health Record (Evolv) to investigate duplicate client records and assist with the merging of client records. This position will work with Health Information Technicians and Clinical Records Staff to learn about merging client records and assist with investigating a backlog of client merge requests.

Responsibilities include:

- Attend Records Team meetings
- Work with Records Team Health Information Technicians to learn how to investigate and merge duplicate client records in our Electronic Health Records
- Work with our EHR support teams to learn how to complete client merges and run data reports

**Learning Outcomes:**

- Learn how to navigate and work within an electronic health record
- Learn how to investigate and perform client merges to ensure accuracy in the EHR
- Gain experience in the Behavioral Health and Medical Records field
- Gain valuable applied experience and make connections in professional fields you are considering for career paths.

**Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Data entry skills
- Attention to detail
- Comfortable working in Google documents and spreadsheets
- Comfortable learning new technologies
- Ability to work independently as well as in a team environment

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions?

Recruiter:

**Yulee Kim-Whetstone**

Email:

**yulee.kimwhetstone@multco.us**

Phone:

+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

8007 - College Intern

<b>Worker Sub-Type</b>	Intern
<b>Location</b>	Five Oak Building
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Medical Records (Carmelle Cooper)