

Behavioral Health Records Internship

College to County Intern 2025 -Health Department, Behavioral Health Division

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - 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.

Eligibility requirements and more details found on our [College to County website](#).

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 the Electronic Health Record system, 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 Record
- Work with Evolv support team 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

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities.

Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

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.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 15th, 2025.