Position Title: **Revenue Cycle Intern (Non-Paid)**  
Start / End Date: **Negotiable**  
Division: **Finance**  
MD Anderson Revenue Cycle Intern Sponsor: **Connor Burdine**  
Department: **Revenue Cycle Analytics**  
Physical Address: **7007 Bertner Avenue, Houston, Texas 77030**

**SUMMARY**
This internship opportunity at the University of Texas MD Anderson Cancer Center serves as an education platform to introduce graduate and undergraduate students to revenue cycle functions, processes, and metrics used across the organization to continuously improve financial health, competitiveness, and performance. The goal is to deliver a broad educational experience of the revenue cycle, while offering specific deliverables with operational tasks, continuous improvement efforts or new projects.

MD Anderson Revenue Cycle and Finance teams will offer many internship opportunities as long as there is resource capacity to support the intern’s education experience. The Revenue Cycle intern will be eligible for an internship during any semester as long as the internship opportunity does not interfere with the student’s primary academic responsibilities. The student must coordinate all internship interest through their specific academic counselor, program, or department. MD Anderson does not determine nor delegate the academic requirements for the internship rotation.

**KEY OPPORTUNITIES/FUNCTIONS**
The Revenue Cycle Internship rotation will coincide with Spring, Summer, and Fall Semester date ranges. Start and end dates will be student specific and submitted (agreed upon) during the MD Anderson application process. The rotation can be up to 3 months or as defined by the host academic program minimum requirements (in hours). Rotations will occur Monday through Friday, 8am to 5pm CST. The student will be responsible for hands-on and face-to-face interaction during their rotation.

The intern has the opportunity for exposure to operational/technical/new projects across different departments/divisions within the institution. These projects can include, but are not limited to:

- Patient pre-encounter/encounter metrics/processes
- Registration and financial clearance metrics/processes
- Charge reconciliation
- Charge/Revenue Integrity
- Coding operations and key performance indicators
- Business office operations and key performance indicators
- Accounting/General Ledger processes and key performance indicators
- Financial forecasting and budgeting
- Reporting, tracking, and trending of key performance indicators, revenue, service performance, payor performance, profitability, denials, etc

**CORE COMPETENCIES**
- IC – Analytical Thinking:
• Gather relevant information systematically;
• Break down problems into simple components; and
• Make sound decisions.

• IC – Build Relationships:
  o Initiate, develop, and manage relationships and networks; and
  o Show sincere interest in others and their concerns.

• IC – Innovative Thinking:
  o Approach problems with curiosity and open-mindedness; and
  o Offer new ideas, solutions and/or options.

EDUCATION
Required: Student must be in a “good” academic standing. Active enrollment in an undergraduate or graduate program. Proof of enrollment is required from the primary academic program. Programs include but are not limited to Bachelor’s degree in Healthcare, Finance, Business, Economics, Engineering, or related fields.

Preferred: None

EXPERIENCE
Required: None

Preferred: Any previous work experience. Strong analytical, interpersonal, and oral and written communication skills.

LICENSE / CERTIFICATION
Required: None

Preferred: Lean Green Belt, Lean Six Sigma, Medical Coding, Project Management Professional, Certified Revenue Cycle Representative

APPLY
Email your résumé and cover letter to Connor Burdine at cburdine@mdanderson.org and Healthcare@mccombs.utexas.edu.