

**UPPER PENINSULA HEALTH PLAN**  
**JOB DESCRIPTION**

**POSITION** \_\_\_\_\_ Finance Intern

**DEPARTMENT** \_\_\_\_\_ Finance

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**POSITION SUMMARY:** Performs confidential accounting duties and miscellaneous administrative functions for the Upper Peninsula Health Plan (UPHP), Upper Peninsula Health Group (UPHG) and Upper Peninsula Healthcare Solutions (UPHCS).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Follows established Upper Peninsula Health Plan (UPHP) policies and procedures, objectives, safety standards, and sensitivity to confidential information.
2. Scans supporting documentation into General Ledger system.
3. Processes daily claims batches in General Ledger system including investigation and resolution of errors.
4. Performs accurate and efficient data entry of transportation reimbursement forms, professional and institutional claims.
5. Processes Service Requests through the Community Health Automated Medicaid Processing System (CHAMPS).
6. Assigns transportation vendors to members within Plexis Claims Manager.
7. Adjudicates claims for Other Medical Expenses and maintains database of services.
8. Responsible for office supply inventory.
9. Processes incoming and outgoing mail.
10. Prepares invoices for customers utilizing services provided by UPHCS and the Credentialing Verification Organization (CVO); follows up on delinquent accounts.
11. Performs miscellaneous accounting duties, i.e., bank deposits, petty cash, accounts payable and credit card statement reconciliations, and prepares and maintains spreadsheets for financial analysis.
12. Performs miscellaneous administrative duties for the Finance Department, i.e., filing, copying, scanning, developing PowerPoint presentations, data entry and other administrative duties as required.
13. Maintains confidentiality of client data
14. Performs other duties as assigned or requested.

**POSITION QUALIFICATIONS:**

**Education:** Enrolled in a bachelor degree program in accounting, finance, general business and/or computer information systems

**Required Skills:** Keyboarding proficiency and working knowledge of MSOffice (Word, Excel PowerPoint)

**Preferred Skills:** Advanced knowledge of MS Excel; knowledge of accounting software systems/applications