



*The Commonwealth of Massachusetts*  
*Health Policy Commission*  
*50 Milk Street*  
*Boston, MA 02109*  
*(617) 979-1400*

Dear Intern Applicants,

Thank you for your interest in the Health Policy Commission (HPC). The HPC is an independent state agency responsible for implementing key provisions of the Commonwealth's landmark health care cost containment law, Chapter 224 of the Acts of 2012. Through the leadership of eleven expert commissioners, and with the support of the HPC's talented staff, the agency is actively monitoring cost trends and market functions, reforming care delivery systems, investing in community hospitals, and promoting transparency and accountability on behalf of all Massachusetts health care purchasers.

The Commonwealth's health care cost containment and quality improvement goals are worthwhile and ambitious, and the HPC is charged with turning many of these goals into a reality. Interns who participate in the program will play an active role in this challenging task. Internships are available with each of our policy and research teams:

- **Accountable Care:** Responsible for fulfilling the HPC's statutory charge to develop and implement state certification programs for Patient-Centered Medical Homes and Accountable Care Organizations, to promote the integration of behavioral health with primary care, and to enable policy reforms to support these care delivery models. The team works to advance accountable care through other avenues, such as enhancing data transparency, convening key stakeholders to better align models, and identifying key barriers and accelerators of reform.
- **Strategic Investment:** Responsible for administering the HPC's administering the Community Hospital Acceleration, Revitalization, and Transformation (CHART) and Health Care Innovation Investment Programs, two competitive grant programs that combine investment and consulting services in order to improve performance of the health care system;
- **Legal Office:** Responsible for overseeing PC's policy and legal work, including developing regulations and managing the public hearing process;
- **Office of the Chief of Staff:** Responsible for agency-wide and cross-functional strategic planning and operations. OCS houses fiscal operations (accounts payable, grant dispersal, budgeting), external affairs (press social media, legislative), and board member relations;
- **Market Performance:** Responsible for reviewing providers' notices of material change and conducting cost and market impact reviews (CMIR) of certain hospital mergers, acquisitions, and other significant market transactions; and
- **Research and Cost Trends:** Responsible for developing an annual cost trends report to assess the industry's response to Chapter 224 requirements, including the cost growth benchmark established to curb health care spending in the Commonwealth. This team is also responsible for building the HPC's evidence-base and supporting policy development and recommendations through the use of innovative data sources.

The attached application must be completed and submitted with an updated version of your resume. Applications will be accepted on a rolling basis. Please contact [HPC-Careers@state.ma.us](mailto:HPC-Careers@state.ma.us) or (617) 979-1400 if you have any questions.

Thank you,  
The Health Policy Commission

# HEALTH POLICY COMMISSION

## INTERNSHIP APPLICATION FORM

Thank you for your interest in the HPC's Fall Internship Program. Please complete the following questions, mindful of the included word limitations. Once finished, the application should be submitted as a PDF to the attention of the **Health Policy Commission Internship Program** at [HPC-Careers@state.ma.us](mailto:HPC-Careers@state.ma.us).

**Please attach a copy of your resume/CV to your application.** Applications without this information will not be considered. We reserve the right to request a brief (2-3 page) writing sample.

Please be aware that your position in the Health Policy Commission Internship Program is subject to the successful completion of a background check.

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### I. Contact Information

First Name

Last Name

Email Address

Phone

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Please indicate your preferences for assignment within the Health Policy Commission by selecting your top three choices below. Please note that successful applicants will not necessarily be assigned to the section(s) that they select.

First Choice

Second Choice

Third Choice

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How did you hear about the HPC  
Internship Program?  
(50 words or less)

Why is the HPC Internship Program of  
interest to you?  
(100 words or less)

Are you receiving course credit for your  
internship?

Yes

No

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II. Work and Personal Style

At the Health Policy Commission, we seek a diverse group of talented individuals who have a variety of work types, backgrounds, and skills sets. Please complete the following so that we can better understand your strengths. Please respond by ranking the following traits from 1 (least associated with my work style) to 5 (most associated with my work style).

I would describe myself as:

	1	2	3	4	5
Committed to public service					
Organized					
Self Motivated					
Qualitative Minded					
Quantitative Minded					
Deadline Oriented					
A problem-solver					
An independent worker					
A team player					
A leader					
A flexible worker					



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### III. Education and Work History

#### A. Undergraduate Education

Anticipated Graduation Date

Major Field of Study

#### B. Graduate Education

Anticipated Graduation Date

Major Field of Study

#### C. Graduate Education

Anticipated Graduation Date

Major Field of Study

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### IV. References

Name

Relationship

Email Address

Phone

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Name

Relationship

Email Address

Phone

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### V. Internship Scheduling

When could you start?

What would be your anticipated end date?

Are your dates flexible?

Yes

No

What would your schedule be?

Full Time

Part Time