

HIMSS GOVERNMENT RELATIONS INTERNSHIP PROGRAM

Introduction

HIMSS (Healthcare Information and Management Systems Society) is the healthcare industry's membership organization exclusively focused on providing leadership for the optimal use of healthcare information technology and management systems for the betterment of human health. Founded in 1961 with offices in Chicago, Arlington, and other locations across the country, HIMSS represents approximately 20,000 individual members and some 300 member corporations that employ more than 1 million people. HIMSS frames and leads healthcare public policy and industry practices through its advocacy, educational and professional development initiatives designed to promote information and management systems' contributions to ensuring quality patient care. HIMSS Government Relations Team is located at 4300 Wilson Boulevard, Suite 250, in Arlington, Virginia, and is pleased to offer assistance to students seeking to increase their involvement and education in Health Information Technology (HIT) policy and in the national and state legislative activities of HIT.

Through the HIMSS Government Relations Internship Program, internships with stipends of \$1,000 are available to select students. In addition, transportation and parking costs may be reimbursable. This position would require the selected student to spend a flexible minimum of 8 hours a week for up to 10 weeks working on projects for the HIMSS Government Relations Team.

Program Description and Goals

Each semester (Spring, Summer and Fall), HIMSS Government Relations Department offers a hands-on internship at HIMSS's Arlington, VA office. This program provides leadership and professional development experiences for college students. Working on a flexible, part-time basis, the Washington Area Internship offers unique opportunities to gain valuable work experience and knowledge of Congress and the federal and some state governments. The Internship is ideal for persons interested in a career in the public sector or politically related fields.

HIMSS' goal is to develop student leaders and provide them with the tools they need to continue their advancement well after they have received their degrees. The HIMSS Government Relations Internship Program provides a fast-paced, real life, highly valued program that not only provides immediate value to the individual, but has the goal of fostering America's future leaders, who will go on to work in government relations positions in Washington and throughout the nation.

Internship Expectations

Enthusiastic students from all fields of study are encouraged to apply. You will work hard, learn much, and directly contribute to the HIMSS Government Relations team's effectiveness on its state and federal priorities.

The Washington Area intern plays an integral role in helping HIMSS advance its legislative priorities. Working with the Vice President of Government Relations and the

Directors of Federal Affairs and State Government Relation, you could expect to conduct vital research on legislation and federal and state agency matters; write on a myriad of subjects for high-level audiences; assist with events on Capitol Hill, communicate with legislators, agency liaisons, constituents; attend committee hearings; serve as an additional HIMSS voice with congressional staff; and undertake special projects to advance HIMSS' interests at the federal and state level. Specific duties vary, depending on intern assignments and qualifications. Internships can be tailored for special needs.

Qualifications

Candidates must meet the following criteria:

- A current college or graduate student. (Students from all majors are encouraged)
- An interest in government
- Excellent verbal and writing skills
- Computer skills: Microsoft Word, Internet, Excel, Outlook
- The ability to work in a team setting, yet posses self-starting independence
- Work well under pressure
- To be eligible for the Program, students must be enrolled at least as a part time student (6 or more credits per semester) at an accredited college or university.

Application Requirements

- I. Name
Address
City, State, Zip
Phone
Email
- II. Attach Current Resume (Education and Work Experience)
- III. Statement of Interest. In a brief essay (no more than 500 words), indicate why you are applying for this internship program and what you hope to gain from the experience.
- IV. Action Plan. Please describe what you hope to accomplish as a HIMSS Government Relations intern.
- IV. Legislative Essay. Identify an area of interest related to national health information technology policy. This writing sample should be substantive and concise.
- V. Letter of Recommendation. A letter of recommendation from a professor is required.

Applications for a Spring 2008 internship are due to K. Meredith Taylor, Manager, State Government Relations (mtaylor@himss.org), via email, by December 7, 2007. If you have any questions regarding the internship program, please do not hesitate to contact Meredith at (703) 562- 8800.