Director, Health Policy and Practice Advocacy

Advocacy Business Unit
Exempt

Reporting Structure:

The Director, Health Policy and Practice Advocacy reports to the Senior Director, Advocacy.

Qualifications

Bachelor’s degree required, with 5-7 years of work experience in a healthcare environment. Advanced degree in health, public policy, or business preferred. A thorough understanding of physician reimbursement policies and healthcare policymaking essential. Work experience should include interactions with provider organizations or practices, and third-party payer relations. Excellent written, oral presentation, and interpersonal skills essential. Computer skills in word processing, spreadsheets, PowerPoint, and databases mandatory. Candidate must be organized, diplomatic, innovative, flexible, member focused, and a team player. Evening conference calls and some travel are required.

Key Responsibilities

- This position supports the Senior Director of Advocacy in the development and execution of department goals, and ensures the Academy maintains a leadership role in physician payment and socioeconomic issues impacting the ability of physicians to deliver otolaryngology-head and neck surgery services.
- Work closely with the Executive Vice President/CEO, Boards of Directors, Board of Governors, members of the Physician Payment Policy Workgroup, the Academy’s CPT/RUC teams, AAO-HNS American Medical Association Delegation, ENT PAC Board of Advisors, and general membership, and work with these groups to develop AAO-HNS policy and strategy.
- Develop comment letters, practice management resources and grassroots messages to assist members in payer advocacy issues to optimize reimbursement for otolaryngology services.
- Contribute to the success of the AAO-HNS/F advocacy programs by initiating proposals and developing solutions to health policy challenges facing the specialty and the overall practice of medicine.
- Work with the AMA, CMS, private payers, and other otolaryngology specialty societies to achieve common goals and leverage resources.

Specific Duties

- Advocate for appropriate reimbursement and decreased administrative burdens for practicing otolaryngologist-head and neck surgeons.
- Develop new materials, resources and tools to further educate members on evolving private payer and reimbursement issues.
- Track medical policy review requests from private payers, assist in drafting official comment letters in response, and help facilitate meetings/calls with Academy leadership and commercial payers.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email**: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail**: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax**: 1-703-683-5100

Updated May 2018
Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email**: Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail**: AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax**: 1-703-683-5100

Updated May 2018