



## 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](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Promote awareness of existing practice management resources through collaboration with our practice administrator colleagues.
- Enhance and maintain mutually beneficial relationships with other specialty societies, third party payers, professionals and organizations as appropriate.
- Lead discussions related to Academy's CPT/RUC activities and facilitate preparation of physician leader presentations, including CPT application submissions.
- Work to develop and execute the AAO-HNS/F's Socioeconomic Survey and other health policy surveys as needed.
- Coordinate activities and projects impacting the practice of medicine with other Academy departments (e.g., Membership and Global Affairs, Communications, Research and Quality, Education, etc.) as applicable.
- Represent the Academy at meetings of outside organizations on physician payment policy affecting the specialty, as part of the Advocacy team.
- Serve as liaison to assigned Academy Committees, Workgroups, and Task Forces.
- Participate on an internal team, either through formal assignment, or on an *ad hoc* basis.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

---

*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](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100