Senior Manager, Reg-ent Registry

Research and Quality (R&Q) Business Unit
Exempt

Reporting Structure:

Senior Manager, Reg-ent Registry reports to Director, Reg-ent Registry.

Qualifications

- Bachelor’s degree required; Masters preferred; experience in a healthcare related environment
- Minimum of three to five years of clinical data registry, healthcare quality improvement, and/or healthcare technology experience.
- Strong project management skills with a focus on meeting deliverables and deadlines; educating and engaging clinicians; and leading teams on complex projects.
- Supervisory experience including strong abilities to manage complexity across business units.
- Excellent oral and written communication skills with the ability to communicate regarding technical requirements of projects with vendors; and the ability to translate and convey technical information to non-technical parties, e.g., physicians and practice administrators.
- Highly detail-oriented with demonstrated analytical and problem-solving skills
- Excellent interpersonal skills, with the ability to work professionally and effectively with members, staff, vendor, et al.

Key Responsibilities

- Manage and oversee the business operations of the Reg-ent Otolaryngology clinical data registry and collaborate with marketing communications in the development of recruitment campaigns and promotions to drive registry growth.
- Engage the Reg-ent practice community with their performance data and registry dashboards; and inform members and their administrators about emerging trends in registry-based reporting and quality improvement.
- Supervise the Program Manager, Reg-ent registry
- Develop educational resources to increase understanding of Reg-ent, Reg-ent data analytics and Reg-ent reporting.
- Lead the development and execution of the Reg-ent marketing strategy and tactics.
- Collaborate with the Senior Manager, Quality and Performance Measurement on engagement of practices with quality measures.
- Collaborate with the Senior Manager, Quality and Performance Measurement in the execution of projects related to the testing, implementation, and maintenance of quality measures.

Specific Duties

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
• Manage and oversee the daily business operations of Reg-ent including the relationship with the registry vendor. Serve as the primary contact for physicians and practice administrators with questions about Reg-ent.

• Manage Merit Based Incentive Payment System (MIPS) reporting processes with the registry vendor and participating practice sites. Assure compliance with all CMS regulatory requirements, including participation on CMS conference calls.

• Manage and oversee the annual public reporting process with CMS on behalf of the Reg-ent registry participants.

• Manage the yearly renewal process and verify monthly revenue reports from the registry vendor.

• Manage the implementation of Salesforce for tracking existing, new and re-engaging practice sites.

• Monitor EHR vendors and work with Reg-ent registry vendor to integrate new EHR solutions on behalf of Reg-ent practices.

• Engage the Reg-ent participant community; lead the development of tools and resources to assure participants are optimizing their use of the Reg-ent registry.

• Oversee the maintenance and updating of the registry-related pages of the AAO-HNSF website.

• Attend the Annual Scientific Meeting and handle responsibilities as directed.

• Any other duties as assigned.

• 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.

• Consistently demonstrate courteous, cooperative and helpful behavior to all contacts, internal and external.

• May participate on an internal team, either through formal assignment, or on an ad hoc basis.

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