



## Senior Manager, Reg-ents<sup>SM</sup> Registry

*Research and Quality (R&Q) Business Unit  
Exempt*

### Reporting Structure:

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

### Qualifications

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- 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

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- 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

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*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



- 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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