



### **Election and Term of Office:**

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To serve a single four (4)-year term of office. The coordinator may be re-elected to a second term only after the passage of at least four years from the end of their term. (Sections 4.02 and 4.03).

### **Role/Authority (as specified in the bylaws of the organization):**

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Participate as a non-voting member of the Board of Directors as defined in the bylaws and in accordance with the indemnification of its directors and officers (Sections 4.01 and 11.04).

### **Specific Duties of the Position:**

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The Coordinator for Health Policy (CHP) is responsible for developing and maintaining programs that support and provide socioeconomic and practice management advice related to health policy issues and assist Members with the socioeconomics of medicine. The Coordinator will spearhead collaborative efforts with other specialty societies on priority HP issues.

Specific areas of responsibility include:

- Private sector advocacy in third party reimbursement including coordination of feedback to payers on policies related to Otolaryngology-Head and Neck Surgery.
- Coordinating the Academy's efforts to participate in the CPT coding and RVS systems through work with the Academy's Members and Advisors on the AMA's CPT Editorial Panel, the Relative Value Update Committee (RUC), and the RUC's Practice Expense Review Committee (PERC).
- Provide input on related educational programs for the Annual Meeting and other business of medicine related issues identified by the Health Policy staff.

Specific attention is given to Medicare physician payment policy as it affects the specialty of Otolaryngology-HNS. The CHP works closely with the Government Affairs Business Unit and Health Policy department to achieve these directives. This is a four-and-a-half-year commitment as the candidate will spend six months training and four years in the position. The CHP also serves as Chair of the Physician Payment Policy Work Group (3P). Candidate should have both experience and passion for these areas, and a visionary approach to ensure that the socioeconomic interests of Members are well-served.

When called upon, the CHP will coordinate educational activities with staff to ensure high quality programs for delivery to both the Board of Governors and Board of Directors. In addition, the CHP will oversee new technology / industry relations and support staff in following established policies and procedures relating to communication regarding the new technology pathway process, payer policies, committee input, etc. The CHP will work to ensure that 3P members do not have any actual or perceived conflicts of interest with industry. The Coordinator is responsible for clear direction to HP staff on final recommendations on each issue, including submitting 3P's recommendation to the HP staff within required timeframes.

#### Deliverables:

- Ability to meet deadlines on complex issues within tight turnaround times.
- Ability to lead a team and exert decision making authority particularly when consensus cannot be reached in order to move recommendations forward to Academy and Board leadership.
- Maintain good working relationships with Academy committee leadership to derive expert opinion for comment letters to government and private payers.

The CHP receives an annual stipend of \$12,000 while in office. This is paid per quarter at the beginning of each quarter. This rate is set by the Board, subject to change annually, and effective for the Academy's Fiscal Year of July 1 – June 30. The Coordinator is expected to submit receipts for reimbursement for travel and related expenses, as delineated in Section 11.04.

- Serve as board liaison to selected committees as designated by the President.

#### **Responsibilities of All Members of the Board:**

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- Regularly prepare for and attend Boards of Directors and Strategic Planning meetings.
- Participate on conference calls or other meetings as required.
- Review, be familiar with, and adhere to the organization's mission statement, strategic plan, bylaws, board policies and other important documents of the organization.
- Protect confidentiality of discussions, particularly when documents are provided under client-attorney privilege or discussions occur during an Executive Session of the Board.
- Adhere to the organization's conflict of interest policy by disclosing and managing prior to and during each Board meeting any real or potential conflicts of interest, including relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Be familiar with the organization's Board Standards and complete an annual self-assessment.

#### **General Expectations:**

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- Actively participate in deliberations and exercise care in decision-making.
- Have an email address and web access to obtain necessary Board documents and participate in online community forums.
- Promote the organization's image by generally stay informed and representing the Academy to others.
- Recruit and orient future members and leaders.
- Maintain status as a member in good standing and adhere to the Academy's Code of Ethics.
- Treat other Board or committee members and staff with respect and courtesy.