



AMERICAN ACADEMY OF OTOLARYNGOLOGY- HEAD AND NECK SURGERY

Senior Manager, Reimbursement Advocacy

*Advocacy Business Unit
Exempt*

Reporting Structure:

The Senior Manager, Reimbursement Advocacy, reports to the Senior Director, Advocacy.

Qualifications

Bachelor's degree with 5-7 years of work experience in a healthcare environment required. Knowledge of health policy issues and processes, including familiarity with various payment systems, is required. Excellent written, oral presentation, attention to detail, and interpersonal skills essential. Candidate must be organized, diplomatic, innovative, flexible, member focused, and a team player. Some travel (2-3 trips per year) may be required.

Key Responsibilities

- This position supports the Advocacy Business Unit in the development and execution of AAO-HNS/F goals to ensure the Academy maintains a leadership role in physician payment and socioeconomics for otolaryngology-head and neck surgery services.
- Develop regulatory comment letters and materials that assist members with interpreting rulemaking from federal agencies including CMS and FDA, conduct regulatory compliance related to quality reporting in order to optimize reimbursement for physician services.
- Create materials and tools to expand the knowledge base for members related to payment models and quality reporting programs.
- Assist with the Academy's private payer advocacy initiatives.
- Contribute to the success of the AAO-HNS/F advocacy programs by initiating proposals and developing solutions to health policy challenges facing otolaryngologists.
- Participate in CPT/RUC activities and assist with preparation of physician leader presentations.
- Work with the AMA, CMS/CMMI, private payers, and other medical specialty societies to achieve common goals and leverage resources.

Specific Duties

- Participate in discussions related to CPT/RUC issues, track relevant deadlines, and attend CPT Editorial Panel and RUC meetings, as assigned.
- Assist with submission of CPT applications.
- Manage process of review and update of Academy CPT for ENTs.
- Oversee the review and comment on edits proposed by CMS for the NCCI.
- Monitor and analyze reimbursement issues by reviewing Federal Register announcements, federal proposed and final rules, related list serves, attending meetings, conferences, member inquiries, and other activities.

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



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- Assist with the development and execution of the AAO-HNS/F's Socioeconomic Survey and other health policy surveys as needed.
- Represent, via in-person meetings or conference calls, the specialty's interests to outside organizations on physician payment policy, including but not limited to CMS, CMMI, ACS, and AMA, and providing feedback/action items as appropriate.
- Respond to member inquiries on payer and practice management issues, new payment models, private payer and CMS quality initiatives, and other related topics.
- Serve as liaison to assigned Academy Committees, Workgroups, and Task Forces.
- Coordinate activities and projects with other departments (e.g., Communications, Research and Quality, Education, etc.) as applicable.
- Develop and maintain mutually beneficial relationships with other specialty societies, third party payers, and other professionals and organizations as appropriate.
- Consistently demonstrate courteous, cooperative and helpful behavior to all contacts, internal and external.
- 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.

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