



Senior Manager, Reg-entSM 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 not-for-profit physician-based environment and in Committee management highly desirable.
- 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 physicians; and leading teams on complex projects.
- Excellent oral and written communication skills with the ability to communicate both the technical aspects of the position with relevant parties, e.g., vendors, and the ability to translate and convey technical information to non-technical parties, e.g., members.
- Innovative implementation of Microsoft applications (Excel, Power BI, Teams, etc.) to efficiently organize and track ongoing projects.
- 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 registry and collaborate with marketing communications in the development of recruitment campaigns and promotions to drive adoption of Regent by society members.
- Develop and engage the Reg-ent practice community; and inform members and their administrators about emerging trends in registry-based quality reporting and quality improvement.
- Develop educational resources to increase understanding of Reg-ent and Reg-ent quality reporting.
- Lead the development and execution of the Reg-ent marketing strategy and tactics.
- Collaborate with the Senior Manager, Quality and Performance Measurement on Reg-ent data dictionary revisions and enhancements.
- 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



- 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 Regent.
- Engage the Reg-ent participant community; lead the development of tools and resources to assure participants are optimizing their use of Reg-ent.
- Monitor, research, analyze and interpret relevant policy regarding registry reporting to Federal programs and serve as a resource to health policy staff and to practice administrators regarding registry policy.
- Participate in the AAO-HNSF measure development process and provide expertise for incorporating measures in a registry environment.
- Work with AAO-HNSF quality measures staff and technical consultants as they translate the AAO-HNSF performance measures portfolio into functional electronic formats for inclusion into EHR systems. Serve as the AAO-HNSF representative for the Physicians Electronic Health Record Coalition (PEHRC), representing the health information exchange needs of the AAO-HNS. Contribute to comment letters as requested.
- Staff AAO-HNS/F committees as assigned. May require some evening calls in support of committee staff liaison role.
- Maintain and update 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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