Analyst, Reg-ent Quality & Performance Measurement

Research and Quality (R&Q) Business Unit

Exempt

Reporting Structure:

The Analyst reports to the Director, Reg-entSM Registry

Qualifications

Bachelor’s degree or equivalent experience required. Minimum of three years’ experience in healthcare or related environment; or one to three years of experience and a related Master’s Degree. Experience with data analytics, and working knowledge of query software and analytics platforms. Familiarity with data management, statistical analysis, and fundamentals of research methodology preferred. Understanding of health care delivery and physician performance and quality improvement programs required. Attention to detail and follow-through essential. Demonstrated ability to meet deadlines and successfully multi-task competing priorities. Candidate must be organized, able to work as a member of a team, and be dedicated to technical accuracy with a strong analytical eye and attention to detail. Demonstrated excellent written communication skills. Some travel required.

Key Responsibilities

- Support the development of quality measures for otolaryngology.
- Support the maintenance of AAO-HNS databases, tools, and resources as assigned. Assist in queries and data visualization.
- Support submission of measures and related documentation to CMS, for endorsement and/or consideration for inclusion in payment programs.
- Support Director and Senior Manager to form measure development panels; support panels in staff liaison role including identifying panel members, communicating with panels through conference call and email, setting up panel meetings, maintaining all records of measure development meetings.
- Provide analytic support to assist the development and maintenance of measure specifications and registry data dictionary.
- Implement AAO-HNSF measures into Reg-ent registry and/or national reporting programs such as the Merit-based Incentive Payment System (MIPS) as assigned.
- Provide support in the statistical analysis for validity and reliability testing for new measures.
- Provide programmatic, logistical, and administrative support for member participation in MIPS.
- Innovative implementation of Microsoft applications (Excel, Power BI, Teams, etc.) to efficiently organize and track ongoing projects.

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 April 2023
• In conjunction with Director, Reg-ent Registry, develop, specify, test, and implement performance measures for federal quality reporting programs and the Reg-ent registry.

• Monitor need for eCQMs, and e-specific measures as directed by Senior Manager.

• Analyze research data requests and assist in the Reg-ent Research data request process.

• Staff measure development panels/measure advisory committees to support ongoing measure development efforts.

• Coordinate and manage teleconferences, meetings and write minutes.

• Perform internet research and literature reviews as directed.

• Represent Research and Quality on cross-functional team meetings.

• Manage and oversee measures-related content on www.entnet.org.

• Develop correspondence, reports, and newsletter articles for the AAO-HNS/F’s website, The Bulletin, The News, and other communications regarding quality and performance measurement.

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

• Work collaboratively with other staff, committee leaders, and national efforts to support member quality reporting.

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

• Changes in the Federal healthcare landscape may result in a shift in Academy approach to measure development priorities. Accordingly, 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.

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 April 2023