Analyst, Reg-ent Registry

Research and Quality (R&Q) Business Unit
Exempt

Reporting Structure

The Analyst, Reg-ent Registry reports to the Director, Reg-ent Registry. Reg-ent is an otolaryngology-specific clinical data registry that is focused on quality improvement and patient outcomes.

Qualifications

BA/BS degree required and experience in a medical specialty society or related business preferred. Up to 3 years of professional experience in customer service. Excellent communication skills including oral, written and writing/editing required. Data analysis (i.e., SQL, Python, R, etc.) background and proficiency with Excel, pivot tables, and data visualization (i.e., Tableau, PowerBI) required. Project management expertise preferred. Must be able to thrive in a fast-paced data driven environment. Some travel may be required.

Key Responsibilities

Effectively promote the Reg-ent registry and onboard new practices, including, but not limited to:

Data Analysis:
• Provide analytic support to assist the development and maintenance of measure specifications and registry data dictionary.
• Provide support in the statistical analysis for validity and reliability testing for new measures.
• Support the maintenance of AAO-HNS databases, tools, and resources as assigned. Assist in queries and data visualization.
• Analyze research data requests and assist in the Reg-ent Research data request process.

Business Development:
• Manage Reg-ent practice outreach including educational webinars on Reg-ent.
• Assist the Senior Manager and Director in building a Reg-ent practice sales pipeline and facilitate engagement of new otolaryngology practices in Reg-ent.
• Monitor sales pipeline and prepare reports.

Practice Site Engagement and Management:
• Ensure all practice sites are moving successfully through each Reg-ent status phase with the Reg-ent vendor partner.

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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• Assure that our member physicians and their practices effectively engage with their registry dashboards and that clinicians are being contacted regularly to review the data on their dashboards.
• Serve as liaison to Reg-ent practices, manage the Reg-ent in box and respond to inquiries from our member physicians and their practices. Advise and guide Reg-ent practice sites through CMS regulatory reporting in collaboration with Reg-ent vendor partner.
• Assist Senior Manager, Reg-ent Registry with daily monitoring of Reg-ent registry and liaise effectively with Reg-ent vendor partner and Senior Manager, Reg-ent Registry to address issues as they arise.
• Assist the Director in management of customer data and practice site tracking.

Specific Duties

• Effectively communicate with Reg-ent physician members and their practices and internal staff at all levels.
• Serve as the regulatory reporting liaison for Reg-ent practice sites.
• Assure Reg-ent strategic initiatives regarding practice and practice site recruitment are operationalized including meeting annual public reporting goals.
• Develop monthly pipeline reports.
• Provide practice information, trend reports and data as requested for numerous audiences.
• Develop Reg-ent activities for the Annual Meeting & OTO EXPO, to include the booth and related promotions.
• Serve as staff liaison to various committees as assigned.
• Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
• 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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