



AMERICAN ACADEMY OF OTOLARYNGOLOGY- HEAD AND NECK SURGERY

Manager, Health Policy and Regulatory Affairs

*Advocacy Business Unit
Exempt*

Reporting Structure:

The Manager, Health Policy and Regulatory Affairs reports to the Director, Health Policy and Practice Advocacy.

Qualifications

Bachelors' degree and minimum 3 to 4 years of relevant experience - prior association and/or experience communicating with membership directly. Knowledge of healthcare policy and the regulatory process is highly desirable. The ideal candidate must be able to coordinate advocacy communications to the Academy's members in an organized manner with close attention to detail. They must also have strong oral and written communication skills, the ability to articulate complex concepts with conciseness and clarity, and strong interpersonal skills to facilitate interactions with both colleagues and members of the Academy. Finally, the ideal candidate should be a self-starter with proactive problem-solving abilities and be familiar with computer applications, such as Microsoft Office, and media-management platforms including Podio and Adestra.

Key Responsibilities

- Maintain advocacy databases – including grassroots and member inquiries.
- Provide high-level and timely customer service to the membership through the member inquiry process.
- Monitor regulatory and payer issues impacting Otolaryngologist-head and neck surgeons.
- Manage and develop content to actively promote AAO-HNS advocacy work on social media.
- Work collaboratively within the team and organization to ensure member resources remain current and timely.

Specific Duties

- Triage member inquiries received by the Advocacy Business Unit to the appropriate team member. Maintain the member inquiry database and record the details of all inquiries.
- Working with the health policy team, research payer policies impacting the Otolaryngology community and engage with members on specific reimbursement issues.
- Monitor regulatory filings and opportunities for public comments through the federal register and other postings, working with the appropriate staff to coordinate sign-on or development of AAO-HNS comments.
- Develop and maintain timely information related to the Quality Payment Program. This includes resources, communications and education about changes and deadlines.
- Collaborate with the Reg-ENT team to ensure proper promotion of the registry as it relates to QPP reporting.
- Manage the social media outreach and engagement from the Advocacy business unit. This includes working with the team to draft, schedule and respond to social media inquiries in a timely manner.
- Maintain the grassroots databases and help facilitate member outreach during key times of the year.

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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- Participate on an internal team or Academy committee, through formal assignment and/or on an ad hoc basis.
- Work with the advocacy business unit to maintain current information the Advocacy related pages of the Academy website.
- Coordinate and support departmental efforts for processes related to the Academy's annual meetings, Academy leadership conferences, and the AMA House of Delegates meetings.
- Perform other job-related duties as assigned.

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