AHIP
Position Description

Position: Senior Healthcare Analyst
Department: Clinical Affairs and Strategic Planning
Person Holding Position: ***OPEN POSITION***
Reports to: Senior Vice President, Private Market Innovations
Scope: F/T, Exempt, Permanent
Date: March, 2015

☐ Yes ☑ No This position is subject to a pre-employment criminal background and/or financial history background check

Position Summary:

Working under the direction of Senior Vice President, Private Market Innovations, the Senior Healthcare Analyst is responsible for working on efforts in the Clinical Affairs and Strategic Planning Department focused on performance measurement, health plan standards, as well as specific policy and regulatory issues pertaining to the Affordable Care Act with a special emphasis on quality. This position requires strong analytical and oral and written communication skills; ability to work with diverse stakeholders and think strategically; demonstrated experience in working with stakeholders to achieve consensus is preferable.

Specific Responsibilities:

- Work with supervisor and Clinical Affairs and Strategic Planning staff on issues relating to quality (e.g. performance measurement, health plan standards, patient safety):
  - Track and monitor performance measure projects, identify key measurement/health plan standards issues, prioritize activities, and track deadlines;
  - Analyze current performance measurement projects/reports from key organizations such as the National Quality Forum, CMS, AMA PCPI, and NCQA including implications for health plans and develop draft comments;
  - Solicit member feedback on quality related issues, analyze and synthesize; and feedback and prepare comment letters for submission to relevant organizations.
- Assist with tracking, identifying, and analyzing key regulatory and policy changes especially pertaining to health care quality:
  - Conduct back ground research on origin of relevant policies, regulations, and/or published research findings;
  - Analyze and synthesize information to produce letters, recommendations, and draft action plans; and
  - Translate results into a wide range of high quality products used for responding to media inquiries, commenting through the federal rule-making process, constructing issue briefs, etc.
- Attend meetings and interact with staff at health plans, NQF, and NCQA and other relevant organizations actively engaged in health care quality.
- Represent AHIP at external meetings such as NCQA CPM
- Other tasks and duties as assigned.

**Supervisory Responsibility:** None.

**Skills:**

- Excellent analytical and oral and written communication skills.
- Proficiency with Microsoft Office applications.
- Ability to work independently and use good judgment with regard to policies and priority deadlines.

**Experience:**

- Three to five years of experience in healthcare quality and health policy analysis.

**Education:**

- Masters degree in healthcare policy or health related discipline.

**Certification Requirements:** None.

**Physical Work Activities & Conditions:**

- Continuous sitting for prolonged periods more than 2 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 50% of the workday.

**Percent of Travel:** 10%.

*The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Actual job functions and duties will vary as job responsibilities and business needs require.*

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**Equal Opportunity Employer M/F/D/V**

Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America's Health Insurance Plans (AHIP)  
ATTN: HR Dept/CASHA  
601 Pennsylvania Avenue, NW  
South Building, Suite 500  
Washington, DC 20004