

## **CAQH**

### ***Director of CORE Rule Development*** **Position Description**

CAQH is a not-for-profit alliance of America's leading health plans and networks. CAQH promotes collaborative initiatives to make healthcare more affordable, share knowledge to improve the quality of care, and make administration easier for physicians and their patients.

CAQH is actively recruiting candidates to direct the operating rule writing activities for CORE, which is a national, cross-industry effort sponsored by CAQH. Started in 2005, CORE has more than 115 participants - health plans, providers, vendors, CMS and other government agencies, associations, regional entities, standard-setting organizations and other healthcare entities – that are working in collaboration to build consensus on a set of operating rules, some of which may be included in a mandated set of national operating rules to address Section 1104 of the Patient Protection and Affordable Care Act (ACA) of 2010.

With regard to Section 1104, the National Committee on Vital and Health Statistics (NCVHS) is a Federal statutory advisory committee with responsibility for providing recommendations on health information policy and standards to the Secretary of the Department of Health and Human Services. Under the Health Insurance Portability and Accountability Act of 1996, NCVHS is to advise the Secretary on the adoption of standards and code sets for HIPAA transactions. The newly enacted ACA calls for NCVHS to assist in the achievement of administrative simplification to “reduce the clerical burden on patients, healthcare providers and health plans” by providing to the Department of Health and Human Services advice and recommendations on the development of uniform operating rules for electronic exchange of information. CAQH CORE has committed to work in support of Section 1104 and recently NCVHS recommended to the HHS Secretary that CAQH CORE meets the qualifications to be an operating rule author.

### **JOB DESCRIPTION**

The Director of CORE Rule Development will successfully direct the CORE rule writing activities and, working with the CORE Managing Director, ensure all rule writing activities are aligned with CORE's other strategic imperatives such as outreach/ collaboration, certification and alignment with ACA goals. The position will aim to enhance the reputation of CORE as the first national healthcare administrative operating rules author as well as an effort devoted to building industry trust through the creation of real-world-based operating rules. Attention to and awareness of HIPAA-related regulatory issues will be essential.

Reports to: CORE Managing Director  
Supervisory Responsibilities: Direct staff and Consultants

## **RESPONSIBILITIES**

- Day-to-day management of CAQH CORE rule writing infrastructure, including internal CAQH CORE staff, in order to support CORE participant rule writing goals and the delivery of high quality operating rules.
- Lead the review and the updating of existing CORE rules to address regulatory requirements, including maintenance and expansion of the CAQH CORE commitment that all CORE operating rules will build upon standards.
- Serve as CAQH CORE contact for established technical relationships, including standard development organizations (SDOs), and working with CORE participant and CAQH CORE staff leadership, build industry awareness of these relationships.
- Oversee the development of rule writing work plans and deliverables that speak to ACA's aim to create industry-vetted operating rules that drive efficiency and reduce costs; most likely will include assisting with the drafting of technical aspects of FACA-related testimony.
- Ensure successful CAQH CORE staff support of a transparent and well-aligned CORE rule writing voting process that incorporates the interdependencies of the operating rules.
- In coordination with CORE Education and Outreach Manager, identification of rule writing activities that will help expand the number of entities, especially providers, involved in CORE rule writing and execute strategy supported by CORE leadership.
- Integration and identification of additional/adjusted technical expertise into the rule writing process, and monitoring of contracted technical expertise per agreed upon goals and budgets.
- Coordinate with the CAQH Communications department and CORE Managing Director regarding how best to ensure CORE participant awareness of key rule writing activities as well as general public awareness of rule writing input opportunities.
- Support changes to the CORE rule writing process that may occur due to changes in CORE governance and support leadership of new CORE governance as it relates to rule writing requirements.
- Working in concert with CORE Managing Director, determine future improvements to CORE rule writing process given the goals of the CORE participating organizations, ACA and health IT efforts.
- Update external and internal audiences on CORE rule writing activities as needed.
- Ensure strong and positive relationships with CORE participant leadership involved in chairing CORE rule writing activities.

## **QUALIFICATIONS**

### **Knowledge and Experience:**

- Ten or more years of project management experience, preferably in cross-industry environments and healthcare financial transactions. With at least three or more of those years spent on successfully managing complex or multi-stakeholder projects.
- Five or more years successfully managing staff and technical consultants, including budget oversight and integration of technical skills.
- Experience with business process improvement and business case development.

- Knowledge of the healthcare health information technology (HIT) environment.
- Basic knowledge of HIPAA transactions and/or direct experience with executing healthcare revenue cycle in a real-world setting.
- Exposure to managing regulatory compliance desirable.

### **Skills and Abilities**

- A strategic thinker with strong analytical capabilities. Ability to pinpoint and analyze problems, issues and challenges through a structured approach.
- Problem solver with a commitment to creating high quality deliverables.
- Ability to set and manage team priorities, and drive collaborative agendas.
- Excellent writing and editing skills. Attention to detail is a critical requirement as well as proven ability to write about complex issues clearly and concisely.
- Proven ability to motivate in a team-oriented, time-pressured environment.
- Ability to plan, organize and effectively present concepts
- Skilled in organizing the evaluation of information from a variety of sources in order to create fact-based recommendations.
- Proactive nature with desire to influence through action.
- Willingness and ability to be both the manager of project teams as well as work hand in hand with teams at the detail level when necessary.
- Must be able to understand the connection between subprojects as well as manage towards the support of standardized data definitions, terms and formats.

## **EDUCATION**

Bachelor's degree is required. Master's degree is desirable.

## **COMPENSATION PLAN**

Base salary commensurate with salary history and experience  
Competitive Benefits Package

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

Send resume, references and cover letter including salary requirements to: [hr@ahip.org](mailto:hr@ahip.org)  
or mail to:

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