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## CAQH Position Description

**Position:** Director of State Relations

**Department:** Executive

**Reports To:** Executive Director

**Date:** July 2016

### Position Summary:

Under the direction of the Executive Director, the Director of State Relations is responsible for establishing and maintaining relationships with state agencies, state health plan and provider associations and other related bodies in order to assure that the CAQH agenda and interests are advanced in states across the country.

### Specific Responsibilities:

- Monitors state activities related to the CAQH agenda and initiatives across the country, including potential legislation and procurements.
- Coordinates activities with all allied groups in relevant states, including member companies, coalitions, business and consumer groups and others, as appropriate.
- Educates regulatory and other agencies as necessary, including the presentation of oral and written testimony.
- Communicates with CAQH membership regularly through committees and other means on activities of concern to CAQH and its members.
- Builds relationships with CAQH member organization state affairs departments and coordinates on relevant matters.
- Collaborates with CAQH staff to develop a shared understanding of CAQH short and long term interests potentially affected by state-based activities.
- Contributes to the preparation of agendas and supporting material for CAQH internal and external committees, and work groups as assigned. Leads discussions at same, as appropriate.
- Identifies and oversees research sources needed to support the monitoring of state activities.
- Tracks, analyzes, and summarizes health care regulatory developments of interest to CAQH and its members (areas include those related to administrative activities between payers and providers).
- Creates materials to communicate regulatory developments to CAQH employees and members.
- Represents CAQH to state and national organizations as assigned.
- Performs other duties as assigned.

### Supervisory Responsibility:

- Direct the work of any consultants and/or contractors.

### Skills:

- Working knowledge of state legislative and regulatory processes.

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- Working knowledge of health policy issues at the state level.
  - Working knowledge of health plan operation.
  - Understanding of influence structures within trade associations and other relevant organizations.
  - Understanding of state political dynamics and their impact on policy.
  - Ability to gain trust and earn the respect of colleagues and members
  - Adapts well to fast-paced, dynamic environment and priorities.
  - Excellent oral and written communication skills.
  - Strong interpersonal skills.

### Experience:

- 8- 10 years of legislative, regulatory, political, public affairs or industry experience, or any combination of education and experience that would provide an equivalent background.

### Education:

- Bachelor's Degree required. Advanced degree with focus in health policy a plus.

### WHO WE ARE

CAQH, a non-profit alliance, is the leader in creating shared initiatives to streamline the business of healthcare. Through collaboration and innovation, CAQH accelerates the transformation of business processes, delivering value to providers, patients and health plans.

- **COB Smart™** quickly and accurately directs coordination of benefits processes.
- **EnrollHub™** reduces costly paper checks with enrollment for electronic payments and electronic remittance advice.
- **CAQH ProView™ (formerly Universal Provider Database®)** eases the burden of provider data collection, maintenance and distribution.
- **SanctionsTrack®** delivers comprehensive, multi-state information on healthcare provider licensure disciplinary actions.
- **CAQH CORE®** maximizes business efficiency and savings by developing and implementing federally mandated operating rules.
- **CAQH Index™** benchmarks progress and helps optimize operations by tracking industry adoption of electronic administrative transactions.

### WHAT YOU GET

CAQH recognizes that its most important asset is its growing team of smart, creative, collaborative, forward-thinking and passionate professionals – and that a comprehensive employee benefits package is an important factor for them in choosing where to work. CAQH offers competitive compensation along with an extensive benefits package for all full-time employees, including medical, dental and vision coverage, tuition assistance and a 401k. Our location in downtown Washington, DC is metro-accessible, has an onsite fitness center and is centrally located to allow our team to take advantage of professional networking opportunities, cultural offerings and a thriving social scene.

EOE/AA/M/F/Disabled/Veteran