

**Job Title: Project Coordinator, Health Policy**

**Department: Health Policy & Practice Services (HPPS)**

**Directly Reports: Director, Reimbursement and Regulatory Affairs**

The American Academy of Physical Medicine and Rehabilitation (AAPM&R), the premier professional association for rehabilitation physicians, has an immediate opening for a Health Policy Coordinator to join our team. We are working a hybrid schedule and you must have regular access to our Rosemont, IL office. AAPM&R serves more than 9,000 board certified physicians who specialize in physical medicine and rehabilitation (one of 24 ABMS certified board-certified medical specialties).

**General Summary:** AAPM&R is looking for a forward-thinking Health Policy Project Coordinator to join a high-impact team. The position will offer support to payment and practice-related projects under the Department of Health Policy and Practice Services. The coordinator will work closely with the Innovative Payment and Practice Models Committee to increase member understanding and involvement in new models of payment and care. Additional responsibilities include preparation ahead of department and committee meetings, department expense tracking, and facilitating the Academy’s process for identifying volunteer liaisons.

**Essential Duties and Responsibilities:**

* Supports the Innovative Payment and Practice Models Committee, which includes providing ongoing communication, planning conference calls and meeting agendas, minutes, and budgets.
* Coordinates the development of payment and practice model member education and facilitates dissemination of related news and resources to Academy members.
* Performs duties related to the Health Policy, Practice, and Advocacy Committee including managing committee inquiries, leading virtual and in-person meeting logistics, supporting agenda preparation, and drafting meeting minutes as needed.
* Provides support for the Academy’s participation on the American Medical Association Relative Value Scale Update Committee (RUC) and Current Procedural Terminology (CPT) Panel.
* Serves as project lead for the appointment of Academy members to various external liaison opportunities with medical societies, federal agencies, etc.
* Processes invoices and expense reports from staff and committee members and supports annual budgeting process.
* Drafts correspondence, position statements, and talking points and regularly provides relevant updates in the Academy’s member-facing online and print publications.
* Serves as a strategic member of the Health Policy and Practice Services team, providing support to subcommittees and workgroups.

**Required Skills & Qualifications:**

* Strong critical thinking and analytical skills and the ability to balance and coordinate multiple projects.
* Excellent oral and written communications skills and ability to convey complex material clearly and accurately.
* Self-motivated with proven interpersonal and team skills, including the ability to work productively with physicians and colleagues from other organizations.
* Computer skills including proficiency in Microsoft Office and Internet navigation.
* Written and spoken fluency in English required.
* Capability to effectively collaborate within and across departments in order to achieve both departmental and organizational goals.
* Maintains high professional standards of integrity, ethics, and commitment to the goals of AAPM&R

**Education and Experience:**

* Bachelor’s degree in a health policy, health care economics, public health or public policy related field.
* At least two years of direct experience in a health care field preferably with a medical specialty society, hospital, rehabilitation organization, or health insurance company.

Estimated Travel:

Less than 5% annually