



AQI CONTRACTING AND COMPLIANCE MANAGER

Job Location: Schaumburg, IL

Flexible Hybrid Schedule

Position Summary:

The Anesthesia Quality Institute (AQI) was established by the American Society of Anesthesiologists (ASA) in 2008 to facilitate practice-based quality management through education and quality data feedback. The AQI is a Patient Safety Organization (PSO) and home to NACOR, the largest anesthesia registry in the world. NACOR is also a Qualified Registry (QR) and Qualified Clinical Data Registry (QCDR).

The Anesthesia Quality Institute (AQI) Contracting and Compliance Manager is responsible for leading compliance, contract management, and program oversight for AQI registries and federal quality programs, including Qualified Clinical Data Registry (QCDR), Quality Registry (QR), Patient Safety Organization (PSO) activities.

Compliance

This role ensures AQI's adherence to applicable laws, regulations and program guidelines relating to HIPAA, CMS QCDR/QR designation for its NACOR registry and AQI's designation as a PSO. This includes coordinating annual filings, ensuring AQI has required policies in place, establishes procedures to reduce risk and perform and coordinate audits to ensure compliance.

Contracting

Working with Business Development, this role manages the full lifecycle of AQI contracts and agreements with participating practices, health systems, and researchers, working closely with legal counsel, business development, finance, and AQI leadership to efficiently process legal agreements through negotiation and approval. These primarily include business agreements with customers that include products, prices, discounts, durations, and other business-related terms and secondarily, data use requests from researchers and other AQI legal agreements.

This role owns the operational processes and service level agreements for both contracting and compliance, using technology to create efficiencies, improve productivity and minimize processing time and effort, while providing high-quality service and clear communication to prospective and current registry participants.

Primary Position Responsibilities:

- Work directly with potential and current participants and collaborate with legal counsel to efficiently track, evaluate, negotiate, and resolve non-standard contractual requests while maintaining compliance and risk controls.
- Regularly report on contracting status, progress, and risks, as well as registry participation trends. In coordination with Business Development, manage and report on revenue pipeline and perform revenue forecasts.
- Leverage technology to support registry operational processes such as onboarding, annual CMS registration, billing, and reconciliation processes.
- In coordination with Business Development, perform outreach to current and prospective participants to support execution of agreements that drive participation and revenue. Communicate with stakeholders to ensure timely resolution of participant inquiries and requests related to contracts, pricing, program participation, AQI registry fees and payments, maintaining a high-quality customer experience.
- Coordinate the registration processes for new NACOR and registry participants, ensuring contractual readiness, compliance alignment, and clear customer guidance throughout the intake process.

- Establish standard operating procedures (SOP) for the contracting and onboarding processes, report on adherence to SOPs and apply continuous improvement principles to enhance over time.
- Identify, assess, and monitor compliance risks and vulnerabilities related to contracts, registry operations, and regulatory obligations; develop and implement mitigation and remediation strategies in collaboration with legal counsel, and elevate matters requiring legal review or guidance as appropriate.
- In coordination with legal counsel, keep an accurate and complete inventory of all AQI contracts and agreements, including related exhibits and consents, ensuring accuracy, compliance, and timely reviews and updates.
- Engage with legal counsel to implement, document, and maintain compliance frameworks, systems, and processes to promote compliance with applicable laws, regulations, and policies.
- As designated HIPAA Privacy Officer, maintain and oversee HIPAA-related policies, procedures, controls, and documentation to ensure continued regulatory compliance across AQI operations.
- Serve as AQI's Authorized Official and primary liaison to AHRQ to support and maintain AQI's designation as a Patient Safety Organization.
- Coordinate with AQI and QRA staff to manage planning, documentation, and submission of annual application to CMS for QCDR and QR status.
- Ability to perform work in alignment with ASA core values: Dedication, Collaboration, Commitment to Excellence, Continuous Improvement.

Position Qualifications:

- Bachelor's degree in related field is highly desired.
- Minimum 5 years of related work experience required. Previous contract administration experience and understanding of HIPAA regulations are required.
- Familiarity with Patient Safety Organizations and patient safety work product (PSWP) preferred, and experience with ARHQ's common formats for event reporting preferred.
- Healthcare or registry experience preferred.
- Experience working with CRM systems required, and Microsoft Dynamics 365 or Altai AMS preferred.
- Experience working with Jira and Confluence preferred.
- Demonstrates experience with and passion for leveraging technology to streamline and automate repetitive tasks.
- Demonstrates accuracy and thoroughness and monitors own work to ensure high quality results.
- Ability to manage many projects and tasks simultaneously and work independently with minimal oversight.
- Ability to develop and maintain positive working relationships with co-workers, volunteer leaders, other organizations, vendors, and industry contacts. Tact, diplomacy, and good judgment are essential. Ability to collaborate cross-functionally with various ASA departments.

Please follow the link to apply: <https://recruiting2.ultipro.com/AME1090ASAN/JobBoard/79dc62ee-25a8-40d7-92fe-8327b8e4afb5/Opportunity/OpportunityDetail?opportunityId=c353a841-1f3f-4cef-bc55-58d2442809f2>