

Director, Administrative Simplification Program
Full-time, hybrid, Seattle, WA
Start date: January 2025

The [Foundation for Health Care Quality](#) improves health care quality through collaboration, clinical data capture, and evidence-based policies and guidelines. We are a nonprofit organization that is home to Care Outcomes Assessment Programs focused on improving cardiac care, general surgery, obstetrics, and spine surgery; the Washington Patient Safety Coalition; Smooth Transitions; the Bree Collaborative; and starting January 2025, the Administrative Simplification program. This is a unique and long-standing public-private partnership designed to reduce the cost and complexity of information exchange within our health care system.

The **Administrative Simplification Director** will be responsible for providing operational leadership and facilitation of ongoing subject matter expert workgroups to reach consensus solutions. Workgroups bring together health plans, public payers, hospitals, practices, and public policy makers to develop policies, best practices, and technology solutions in support of simplification. The Director will exhibit effective communication skills and a history of collaboration within health care groups. This position contributes to the development of organizational and program-specific strategies, policies, and practices and will represent the program and the FHCQ as:

- **Neutral** toward the interests of any one health care organization (e.g., health plan, provider organization) and toward any technology solution
- **Facilitative** in working with subject matter experts to reach consensus solutions rather than independently solve problems or impose a solution.
- **Transparent** by making information available to the community.
- **Inclusive in** allowing for those who are interested to participate or comment as reasonable

The Director will work closely with and report to the FHCQ's Chief Executive Officer (CEO) and will:

- Facilitate collaborative multi-sector subject matter expert workgroups to reach consensus on solutions.
- Synthesize regulatory updates, policies, opinions, and technology solutions into workgroup materials.
- Build effective working relationships with consultants, subject matter experts, and other partners.
- Develop problem statements from subject matter expert input.
- Update best practice recommendation documents as needed or required by regulation or technology advances.
- Present updates to external parties, as needed.
- Participate in meetings of national standards bodies (e.g., CAQH, HL7, WEDI, etc.)
- Engage with the Office of the Insurance Commissioner, the Health Care Authority, and agencies.
- Represent FHCQ at external meetings, conferences, and community events.
- Support development of external communication and education initiatives to support broad knowledge of solutions and best practice recommendations and serve as program point person for external inquiries.
- Schedule, support, and document subject matter expert workgroup meetings, subcommittee meetings, and ad hoc meetings as needed.
- Attend virtual and in-person meetings.
- Engage external partners from diverse groups and communities with respect, professionalism, and cultural humility.

Requirements: BA/BS, knowledge of the health care ecosystem, strong working knowledge of Microsoft Office products, ability to function independently and multiple manage projects simultaneously, Washington state resident. **Preferred:** Masters or other advanced degree in health administration, nursing, public health or related field, or equivalent work experience.

Email fhcq@qualityhealth.org with resume and cover letter.