



**AMSPDC Pediatrics Workforce Initiative
 Department Leadership for Payment Reform
 Payment Advocacy Leadership Planning Tool**

This worksheet is intended to be completed by Pediatric Department Chairs in considering, developing, or refining a Director/Associate/Vice Chair for Advocacy & Payment Reform job description. The purpose is to help Chairs identify which payment-related advocacy functions matter most for their department, determine appropriate leadership and delegation, and inform role scope, title, and FTE. This is not a checklist; many Department Chairs may determine these functions need to be carried out by them while others will intentionally delegate or defer certain activities. These functions focus specifically on pediatric payment and reimbursement. In many departments, they may be combined with broader advocacy or policy responsibilities when designing a leadership role. The execution of these functions may also depend on Department characteristics (e.g., free standing hospital vs. hospital within a hospital) and local political ecosystem.

Section 1. Department Context

Department / Institution:	
Department Size / Structure:	
Advocacy Maturity (Early / Developing / Advanced):	
Existing GR / Finance / Contracting Relationships:	
Primary Payment Challenges (Medicaid, VBP, Access, Denials, Other):	

Section 2. Department Advocacy & Payment Reform Functions

For each function below, consider which activities should be performed directly by the Chair, which could be delegated to a senior faculty member with interest, expertise and ideally protected FTE within the Department, and which are best carried out by Government Relations, Finance, or other institutional partners. Depending on the structure of your Department and institution, this worksheet may be completed independently by the Chair or in collaboration with members of your leadership team and/or Government Relations.

Payment Establishment, Reform & Policy

Function	Department Status			Who			Notes
	Currently Performed	Planned	On Hold	Chair	Senior Faculty	GR / Finances /Hospital Leadership/ Other	
Serve as pediatric payment subject-matter expert for department							
Provide input on Medicaid waivers or rate-setting processes							
Bridge the DoP with payer contracting / finance teams							
Participate in institutional funds-flow or VBP discussions							
Identify and support payment-related pilot programs							
Lead Medicaid / CHIP payment strategy for department							

Government Relations & External Advocacy

Function	Department Status			Who			Notes
	Currently Performed	Planned	On Hold	Chair	Senior Faculty	GR / Finances /Hospital Leadership / Other	
Coordinate with Government Relations							
Collect and share pediatric data or case studies to inform policy							
Meet with State Medicaid Office leadership							
Meet with state legislators							
Engage with AAP State Chapter on payment advocacy							
Engage State Medical Societies on payment advocacy							
Participate in state or regional payment reform coalitions							
Provide testimony or policy input							
Ente public comment on proposed legislation							
Partner with professional societies on rate valuation							

Institutional Strategy, Education & Workforce Development

Function	Department Status			Who			Notes
	Currently Performed	Planned	On Hold	Chair	Senior Faculty	GR / Finances /Hospital Leadership/ Other	
Define departmental advocacy vision including payment priorities							
Educate faculty on payment advocacy basics							
Mentor trainees interested in policy and/or payment reform							
Support recognition of advocacy work in promotion pathways							
Coordinate with coding, billing, and compliance teams							
Track Medicaid policy and reimbursement changes							
Evaluate impact of payment changes on patient access and departmental finances							
Partner with professional societies on rate valuation							

Section 3. Role Design & Implications

Functions that most justify protected FTE	
Recommended Title (Director / Associate / Vice Chair)	
Estimated FTE (0.1–0.5)	
Primary Reporting Relationship	
Key Internal Partners (GR, Finance, Ops, Others)	
Priority External Partners (Medicaid, AAP, Legislators):	

Section 4. Scope & Deliverables

Top 3 Strategic Priorities for Current Year:	
Expected Deliverables (policy, pilots, education, data):	
How Will Success Be Measured:	
Support Required:	