

TERMS OF REFERENCE FOR THE POST OF 'MEDICAL OFFICER' UNDER ATAL AMRIT ABHIYAN SOCIETY

Place of Duty:

The normal place of work will be in the State Health Agency (SHA), Assam.

Key Responsibilities:

He/ She shall work under the overall guidance and supervision of the Senior Medical Officer, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

- To carry out medical audit as per guidelines incorporating state specific practices
- To analyze transactions data from medical perspective and highlight outlier/suspect / variant cases for further investigation.
- To support investigation team for appropriate probing of suspect cases
- Quality audit and implementing guidelines under QCI
- Implement criteria for empanelment of hospitals in various categories
- Manage the empanelment and de-empanelment process of hospitals
- Enquire complaints related to hospital and recommend disciplinary action to the Chief Executive Officer
- Responsible for quality service in the empanelled hospitals including implementation of STG.
- Involve in claim processing, investigation and audit process as per instructions issued by SHA.
- Any other works assigned by the CEO, AAAS from time to time.

Eligibility:

Qualifications – Medical graduate. Preferrably MBBS. BDS or BAMS may also apply.

Experience – At least 5 - 7 years of work experience in the area of health claims processing/audit

Required Skills:

- Knowledge of Medical protocols, clinical pathways and standard treatment guidelines.
- Operational knowledge of hospital functioning and billing practices
- Strong strategic focus and project management skills.
- Eye for details.

Compensation:

Consolidated pay of Rs. 50,000/- per month