



TERMS OF REFERENCE FOR THE POST OF MEDICAL OFFICER

Position: Medical Officer

Qualifications: MBBS (candidates with MD will be given preference)

Experience: Minimum 5 years in related sector

Place of Duty: The normal place of work will be the office of Atal Amrit Abhiyan Society – Assam. He/she shall work under the overall guidance and supervision of the Sr. Medical Officer, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

Job Purpose:

Provide support for the overall success in the implementation of the Atal Amrit Abhiyan, Assam. The Medical Officer is expected to provide support to the Sr. Medical Officer and team in claims management, matters relating to line of treatment, surgical procedures, diagnostic tests, specialty wise packages and its pricing along with treatment protocols. He/she would be responsible for preparation of clinical audits, scheme performance reports, coordinate and liaise with representatives of ISA, empanelled hospitals and coordinate development for standard treatment protocol.

Key Responsibilities:

1. Liaise with representatives of ISA and empanelled Hospitals for smooth functioning of the scheme
2. Respond to the communications relating to Medical Management issues and take actions as per guidance provided.
3. Anticipate the clinical expertise required within the scheme and effective implementation.
4. Support the claims team with regards to the hospital claims
5. Ensures effective and accurate circulation of technical information of the scheme among all the managers, coordinators, hospitals and other stakeholders.
6. Provide clinical expert support to district and peripheral level programme support staff and grass root functionaries in claims management.
7. To carry out scheme evaluation from time to time.
8. To carry out patient's audit, hospital audit, preauthorization / audit of the ISA and submit status report.
9. Monitoring health camps organized by all the network hospitals and to provide managerial and administrative support.
10. Analyze progress of the scheme and take corrective measures for improving outcome and patient care.
11. Identify the cause of any unreasonable delay in the achievement of milestones and propose corrective actions.
12. She/he will take appropriate actions in all matters pertaining to patients' treatment.
13. Undertake any other duties assigned to him/her by the CEO.
14. Taking appropriate steps to resolve grievance and advice on the further development of the Scheme.