

## **TERMS OF REFERENCE FOR THE POST OF CLAIMS COORDINATOR**

**Position:** CLAIMS COORDINATOR

**Qualifications:** Post Graduate in Commerce with minimum 50% marks.

**Experience:** Minimum 3 years in related sector

**Place of Duty:** The normal place of work for the party will be the office of Atal Amrit Abhiyan Society, Assam

He/she shall work under the overall guidance and supervision of the Lead Claims Coordinator, Atal Amrit Abhiyan Society - Assam and will be directly responsible for the following tasks:

**Job Purpose:**

Monitor claims processing by ISA, assist the Accounts department in making payments to the hospitals. He/she will also be responsible for any other financial matters of the scheme.

**Key Responsibilities:**

1. Coordinate with hospitals/ISA for post discharge facilitation
2. Coordinate with ISA, ISA Coordinator and Medical Officer for any clarification/query regarding claims.
3. Responsible for checking the treatment cost with the package rates
4. Monitor the claims documents along with the submission timeline after discharge of the patient.
5. Ensure the discharge summary, case sheets, investigation notes, drug bills as per the guide lines.
6. Undertake any other duties assigned to him/her by the CEO.
7. To manage all the matters pertaining to claims and its management.
8. Support claims audit.
9. Submit the claims file to the Medical team/ Finance department within TAT.

**Compensation:** The compensation for the post will be as per Society norms