



## **TERMS OF REFERENCE FOR THE POST OF MEDICAL OFFICER**

**Position: Medical Officer**

**Qualifications:** MBBS or Masters in public health

**Experience:** Minimum 5 years in related sector

**Place of Duty:** The normal place of work for the party will be the office of the State Nodal Cell (SNC), Atal Amrit Abhiyan Society, Assam

He/She shall work under the overall guidance and supervision of the Chief Executive 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 CEO 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. Ensures that technical informations of the scheme circulate effectively and accurately among all the managers, coordinators, hospitals and other stakeholders.
5. Provide clinical expert support to district and peripheral level Programme support staff and grass root functionaries in claims management.
6. To carry out scheme evaluation from time to time.
7. To carry out patient's audit, hospital audit, preauthorization team/Audit team of the ISA and submit status report.
8. Monitoring health camps organized by all the network hospitals and to provide managerial and administrative support.



9. Analyze progress of the scheme and take corrective measures for improving outcome and patient care.
10. Identify the cause of any unreasonable delay in the achievement of milestones and propose corrective actions.
11. She/He will take appropriate actions in all matters pertaining to patients treatment
12. Undertake any other duties assigned to him/her by the CEO.
13. Taking appropriate steps to resolve grievance and advice on the further development of the Scheme.

**Compensation:** Best in the industry which is negotiable.