



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

**Position: ISA Coordinator**

**Qualifications: Minimum Graduate in any discipline with PGDHM in Hospital Management/Masters in Hospital Administration**

**Experience:** Minimum 3 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:**

Coordinate and liaise with ISA in ensuring patient satisfaction and effective treatment. Provide support in organizing health camps and IEC activities. He/ She will be responsible for coordination of the pre-authorization cashless scheme for the patients.

### **Key Responsibilities:**

- 1) Coordinate with the ISA and Arogyamitras for facilitating hassle free treatment of the patients in the network hospitals.
- 2) Responsible for the IEC campaigns to be carried out by ISA and hospitals as part of health camps.
- 3) Coordinate with the ISA to ensure that all eligible persons have obtained the AAA ID Card.
- 4) Coordinate with the hospital for smooth implementation of the scheme.
- 5) Coordinate with ISA to ensure that payment of transport allowance and daily allowance are being provided as per the guidelines
- 6) Coordinate with the ISA and Medical Officer for any clarifications
- 7) To carry out scheme evaluation from time to time as per guidance
- 8) Check the hospital records as per suggestions of the CEO.
- 9) Undertake any other duties assigned to him/her by the CEO.
- 10) Coordinate with hospitals/ISA for post discharge facilitation.

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