



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

**Position: CLAIMS EXECUTIVE**

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

**Experience:** Minimum 3 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 Lead Claims Coordinator, Atal Amrit Abhiyan Society - Assam and will be directly responsible for the below mentioned 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. To manage all the matters pertaining to claims and its management.
7. Support claims audit.
8. Submit the claims file to the Medical team/ Finance department within TAT.
9. Undertake any other duties assigned to him/her by the CEO.

**Compensation:** The compensation for the post will be Rs. 40,000/- per month consolidated.



## **TERMS OF REFERENCE FOR THE POST OF FINANCE MANAGER**

### **Position: Finance Manager**

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

He/She shall work under the overall guidance and supervision of the Sr. Finance Advisor and will be directly responsible for the following tasks:

### ***Key Responsibilities:***

- Assisting the CEO in supervising the Key Control System w.r.t. veracity of claims and their speedy disposal. Also provide support for all types of financial matters related to the scheme.
- Adopting methods and monitoring the swift settlement of the claims once received from the field level.
- Ensuring compliance with the procedural requirements as set up in the implementation guidelines of MMSLAY.
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the scheme.
- Any other works assigned by the CEO.

### ***Qualifications:***

MBA with specialization in Financial Management or Chartered Accountant (CA) or Member of State/Central Accounts Service.

### ***Relevant Experience:***

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum five years of experience in related sector viz. health insurance/claim settlement.
- Demonstrated competency in supervisory and interpersonal skills.
- Superior management and leadership qualities in order to liaise effectively with management, senior staff, staff of parity organizations and government officials
- Excellent oral and written communication skills in English.

**Compensation:** The compensation for the post will be Rs. 60,000/- per month consolidated.



## **TERMS OF REFERENCE FOR THE POST OF HR EXECUTIVE**

**Position: HR EXECUTIVE**

**Qualification:** Full time 2 years MBA with HR specialization

**Experience:** 3-5 years of relevant experience in HR field in PSUs/Govt. Societies/Leading Corporate.

**Place of Duty:** The normal place of work for the candidate will be the office of AAAS. He/She shall work under the overall guidance and supervision of the HR Manager, and will be directly responsible for the following tasks:

### **Key Responsibilities:**

- 1) Responsible for the recruitment process of AAAS Staff
- 2) Maintain good employee relations/work culture in the Office
- 3) Monitor & Record attendance and leave of AAAS Staff
- 4) Responsible for any new HR Policy and should have good legal knowledge on formulation policies
- 5) Assist in conducting the yearly appraisal of the AAAS employees.
- 6) Conduct Induction Training for the new joinees and responsible for hand holding them.
- 7) Ensure that timely pay roll details are forwarded to the Finance Dept.
- 8) Coordinate with the different departments of AAA Society for maintaining a cordial work environment.
- 9) Any other works assigned by the CEO, AAAS.

**Compensation:** The compensation for the post will be Rs. 40,000/- per month consolidated.



## **TERMS OF REFERENCE FOR THE POST OF IT SPECIALIST**

### **Position: IT Specialist**

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

### ***Job Purpose:***

Provide support for the overall success in the implementation of MMSLAY. The IT Specialist is expected to provide support to the CEO and the SHA Team in IT matters. He/she would be responsible for information gathering, data entry, maintaining records, and preparation of progress reports, develop system for checking the accuracy of the reported data, MIS System, support the activities of the Control and Server Room, provide and supervise data processing services, develop the MMSLAY Website, prepare data bank and status reports, provide DTP support at the time of conference, meetings and presentation in order to ensure the efficiency, relevance and increase the impact of MMSLAY in the state of Assam.

### ***Key Responsibilities:***

- Assisting the CEO and the SHA Team in supervising the Key Control System w.r.t. coordinate, facilitate and monitor the work of technical assistance inputs mobilized to support the Scheme and provide reports and data. Also provide support for all types of IT matters related to the scheme.
- Adopting methods, coordinating and monitoring the software programmes being used by the Implementation Support Agencies (ISAs) and develop instruments, forms and formats and their piloting on a day to day basis.
- Ensuring compliance with the procedural requirements as set up in the IT System of MMSLAY and strengthening the internal MIS System
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the Scheme.
- Complete responsibility of the MMSLAY Server/IT Control Room along with the other IT equipments located in the Office of SHA.
- Undertake such other assignments which may be assigned by the CEO from time to time.

### ***Qualifications:***

MCA/ BE or B.Tech. or B.Sc. in Computer Science from a recognised Institute/ University

### ***Relevant Experience:***

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum five years of experience in related sector. Demonstrated competency in supervisory and interpersonal skills.
- Superior management and leadership qualities in order to liaise effectively with management, senior staff, staff of parity organizations and government officials
- Excellent oral and written communication skills in English.

***Compensation:*** The compensation for the post will be Rs. 50,000/- per month consolidated.



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

**Position: MEDICAL OFFICER**

**Qualifications:** MBBS/BDS/BAMS from a recognized medical college.

**Experience:** 5 - 7 years' experience in health claim processing/audit.

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

### **Key Responsibilities:**

He/She shall work under the overall guidance and supervision of the State Anti-fraud Officer, Atal Amrit Abhiyan Society and will be directly responsible for the following tasks:

1. To carry out medical audit as per guidelines incorporating state specific practices.
2. To analyze transactions data from medical perspective and highlight outlier/suspect/variant cases for further investigation.
3. To support investigation team for appropriate probing of suspect cases.
4. Respond to the communications relating to medical mis-management issues and take actions as per guidance provided.
5. To circulate technical information of the audits carried out, effectively and accurately among all the concerned managers, coordinators, hospitals and other stakeholders.
6. Provide corrective clinical expert support to district and peripheral level Program Support Staff while pursuing audit work.
7. To carry out various audits under the anti-fraud guidelines.
8. Provide support to the CEO and SAFU team in audit matters relating to line of treatment, surgical procedures, diagnostic tests, specialty wise packages and its pricing along with treatment protocols.
9. To prepare clinical audits, scheme performance reports, coordinate and liaise with representatives of ISA, empaneled hospitals and co-ordinate development for standard treatment protocol.
10. Undertake any other duties assigned by the CEO.

### **Required Skills-**

- Knowledge of medical protocols, clinical pathways and standard treatment guidelines
- Operational knowledge of hospital functioning and billing practices.
- Eye for details.
- Excellent interpersonal and communication skills

**Compensation:** The compensation for the post will be Rs. 50,000/- per month consolidated.



## **TERMS OF REFERENCE FOR THE POST OF OPERATIONS EXECUTIVE**

**Position: OPERATIONS EXECUTIVE**

**Qualification:** Full time MBA from a recognized Institute/University.

**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 Health Agency (SHA), Assam.

He/She shall work under the overall guidance and supervision of the Senior Operations Manager, SHA and will be directly responsible for the following tasks:

### ***Job Purpose:***

Provide support for the overall success in the implementation of different schemes under AAAS. The Operations Executive is expected to provide overall support to the Operations Manager. He/she would oversee and be responsible for the speedy execution of proposals once received from the field level in order to ensure the efficiency, relevance and impact of the different schemes in the state of Assam is maximized.

### ***Key Responsibilities:***

- Assisting the Operations Manager in supervising the Key Control System w.r.t. veracity of claims and their speedy disposal.
- Adopting methods and monitoring the swift settlement of the claims once received from the field level.
- Ensuring compliance with the procedural requirements as set up in the implementation guidelines of the Schemes.
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the scheme.
- Coordinate with ISA and all other stakeholders for smooth implementation of the Schemes.
- Regular coordination with NHA for better monitoring of the Schemes.
- Attend meetings on behalf of the Society with various stakeholders and analyse MIS/reports and propose suggestions for increasing uptake of the Schemes.
- Any other responsibilities as and when assigned by the authority.

**Compensation:** The compensation for the post will be Rs. 40,000/- per month consolidated.



## **TERMS OF REFERENCE FOR THE POST OF OPERATIONS MANAGER,**

**Position: OPERATIONS MANAGER**

**Qualification:** An MBA from a recognized Institute/University

**Experience: Minimum 10 years in related sector**

**Place of Duty:** The normal place of work for the party will be the office of the State Health Agency (SHA), Assam

He/She shall work under the overall guidance and supervision of Chief Executive Officer, SHA and will be directly responsible for the following tasks:

***Job Purpose:***

Provide support for the overall success in the implementation of MMSLAY. The Operations Manager is expected to provide overall support to the CEO. He/she would oversee and be responsible for the speedy execution of proposals once received from the field level in order to ensure the efficiency, relevance and maximize the impact of MMSLAY in the state of Assam.

***Key Responsibilities:***

- Assisting the CEO in supervising the Key Control System w.r.t. veracity of claims and their speedy disposal.
- Adopting methods and monitoring the swift settlement of the claims once received from the field level.
- Designing of SOP for different activities under the scheme.
- Ensuring compliance with the procedural requirements as set up in the implementation guidelines of MMSLAY.
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the scheme.
- Any other responsibilities as and when assigned by the CEO.

**Compensation:** The compensation for the post will be Rs. 60,000/- per month consolidated.