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

***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

***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:

* To carry out medical audit as per guidelines incorporating state specific practices.
* To analyze transactions data from medical perspective and highlight outlier/suspect/variant cases for further investigation.
* To support investigation team for appropriate probing of suspect cases.
* Respond to the communications relating to medical mis-management issues and take actions as per guidance provided.
* To circulate technical information of the audits carried out, effectively and accurately among all the concerned managers, coordinators, hospitals and other stakeholders.
* Provide corrective clinical expert support to district and peripheral level Program Support Staff while pursuing audit work.
* To carry out various audits under the anti-fraud guidelines.
* 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.
* To prepare clinical audits, scheme performance reports, coordinate and liaise with representatives of ISA, empaneled hospitals and co-ordinate development for standard treatment protocol.
* Undertake any other duties assigned by the CEO.

***Eligibility:***

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

***Experience*** – 5 - 7 years’ experience in health claim processing/audit

***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:*** Consolidated pay of Rs.50,000/- per month for MBBS and Rs. 40,000/- per month for BDS/BAMS.