

**TERMS OF REFERENCE (TOR) FOR MEDICAL OFFICER UNDER THE  
MEGHA HEALTH INSURANCE SCHEME IN THE STATE OF MEGHALAYA (MHIS)**

1. **Job Title:** Medical Officer
2. **No. of Position:** 1
3. **Place of Posting:** Shillong
4. **Duration:** The contract for an appointment is for 1 year from the date of joining and depending on the approval of the Government. The renewal of the contract will be done on an annual basis depending upon the performance and assessment of the incumbent.
5. **Reporting to:** State Manager, MHIS
6. **Main Function:** Medical Management & Quality Assurance (clinical advisor, facilitate empanelment, ensure clinical quality, etc.)
7. **Salary:** Negotiable based on experience.
8. **Duties and Responsibilities:**
  - a) Empanelment - Implement criteria for empanelment of hospitals in various categories. Manage the empanelment and de-empanelment process. To monitor the functioning of the scheme in all empanelled hospitals. To assist hospitals empanelled outside the State and Northeast Region.
  - b) Review compliance by the insurance company and empanelled health care providers with the defined claims process and the settlement of claims.
  - c) Enquire about complaints related to the hospital and recommend disciplinary action to the Chief Executive Officer.
  - d) Review and monitoring of claims data along with the Claims Officer for claims received from the Insurance Company and the empanelled health care provider.
  - e) Audit - Conducting monthly claims audits in empanelled hospitals. Conducting regular Hospital audits, clinical audits, fraud control, etc. in all empanelled hospitals. (In coordination with the M&C officer).
  - f) Discuss with hospitals and persuade them to observe the key public safety and quality indicators.
  - g) Compile and analyze the reported data to highlight patient safety and quality trends.
  - h) Develop concept notes, and project proposals in Blocks, Districts vis-à-vis State, and preparation of reports for the same.
  - i) Monitor package rates by the National Health Authority and assist empanelled hospitals in claim management.
  - j) Study the pattern of diseases in empanelled hospitals through the data derived from MHIS & AB PMJAY patients admitted in such hospitals and strategically plan key approaches for MHIS & AB PMJAY activities.
  - k) Support the development of STGs and process documentation for covered packages.
  - l) To monitor the Claims under MHIS & AB PMJAY, control and prevention of medical fraud that may arise from various empanelled hospitals.
  - m) To monitor the Scheme and its fundamental dealing with the day-to-day healthcare of the beneficiary in the empanelled hospitals.
  - n) Portability - To oversee the Critical Illness care/Portability Cases under the Scheme and recommendations for referral cases outside the State and North East region.
  - o) To look into the Critical Illness claims management maintenance of the report submitted by the Insurance Company and Empanelled Health Care.
  - p) Medical Officer to follow up on approval and scrutinization of Claims under critical care illness claims.
  - q) Ensure Claims are settled for all hospitals that are empanelled within and outside the State under Critical illness.
  - r) To conduct Training and Capacity Building of Doctors at empanelled hospitals. (In coordination with the HR Manager).
  - s) Coordinate with other Health departments and other programs that fall under the Health & Family Welfare department.
  - t) Approval of Unspecified Surgery Packages.
  - u) Member of State Anti-Fraud Unit (SAFU)
9. **Minimum Job Requirements:**
  - a) Minimum Qualification **M.D/M.S/Dip/MBBS/BDS** from a recognized University. (Duly registered with MCI/NMC/State Dental Council).
  - b) Experience with Hospital and healthcare Administration/Health Insurance and a history of Services in the Government Health Department would be an added advantage.
  - c) Proficiency in Khasi/Jaintia & Garo languages is preferred.
  - d) No Age Limit.
  - e) Willingness to travel for work purposes.
10. **Selection Process:**
  - ✓ Walk-in-Interview