

TERMS OF REFERENCE FOR THE POST OF HOSPITAL ADMINISTRATOR UNDER ATAL AMRIT ABHIYAN SOCIETY

Qualification: Master Degree / Post Graduate Degree in Hospital Administration from a government recognized University/Institution

Experience: Minimum 5 years in medical/insurance sector

Place of Duty: District Hospital/Government Medical College Hospitals. However the Hospital Administrator will be responsible for the smooth functioning of the Schemes in all the EHCPs located in the allocated zone/area

Reporting: Hospital Administrators will be administratively reporting to Superintendent of the Hospital, but functionally they will be reporting to designated SHA personnel of AAAS.

Job Purpose: Hospital Administrator will be mainly responsible for assisting the Superintendent of the hospital in implementation of cashless “Patient Care” under the PMJAY & MMJAY Scheme besides assisting in general administration matters.

Key Responsibilities:

1. Ensure that the beneficiaries have a totally cashless experience while availing treatment under PMJAY & MMJAY and to collect proper feedback from every beneficiary and monitor so that discharged beneficiaries get the transport allowance from the hospital, wherever applicable. Guiding the beneficiary about overall benefits, providing information and ensuring all possible support for prompt and seamless treatment. Ensure.
2. The supervision and monitoring of the Arogya Mitra (ARM)/Pradhan Mantri Arogya Mitra (PMAM). Roster preparation, leave applications and attendance of the ARMs/PMAMs will be the responsibility of the Hospital Administrators.
3. Coordinate with the ISA Officials to ensure that the beneficiaries of the Schemes do not face any problem. Ensure proper enrollment of new beneficiaries in the zone/area allocated
4. Coordinate with the AAAS IT Team in case of problems/difficulties faced in the IT portals/platforms of the Schemes, to ensure timely Beneficiary Identification System (BIS), pre-autos for the beneficiaries of the Schemes and operation of the Transaction Management System(TMS)
5. Coordinate with the clinics and the pharmacists so that the medicines are provided to beneficiaries by their bedside to avoid direct transaction with medicine and implant vendors.
6. Coordinate with the hospital clinical department to ensure pre-authorization within the specified, reasonable timeline such that all relevant documentation is submitted as required. Ensure complete and timely claim documents to be submitted within specified timelines.
7. Reporting to the Hospital Superintendent and following the instructions issued by him/her. Duty hours and rosters will be assigned by the Superintendent. Also reporting to designated SHA representative and following the instructions issued by the SHA in letter and in spirit.

8. Provide the MIS/daily/monthly reports to the designated SHA personnel and conduct Audits of Hospitals as per instructions of AAAS. Escalate beneficiary grievance redressal and escalation to SHA SPOC/Superintendent, as and when necessary.
9. There should be seamless administration of both the schemes in the hospital. Ensure that "PMJAY First" is strictly adhered to, i.e., the beneficiaries are being converted from MMJAY to PMJAY in case of common beneficiaries and common packages.
10. Any other work assigned by CEO.

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