



TERM OF REFERENCE (TOR) & JOB DESCRIPTION OF ASSISTANT MANAGER EMPANELMENT

1. JOB DETAILS:

Position Title:	Assistant Manager Empanelment, PHIMC	Reports to:	Manager Empanelment, PHIMC
Location:	Head Office, Lahore	Department:	Empanelment

2. JOB PURPOSE:

To support in empanelment of Private & Public Healthcare Providers under the Universal Health Insurance Scheme by ensuring standard check list and provide assistance in other initiatives taken by the Company.

3. JOB DESCRIPTION:

- Plan and conduct, visit of hospitals for quality of service to beneficiaries.
- Monitor, record, keep data and report the Patient Status Change like; death, shifting to other facility and ensure it reflects to MIS Dashboard.
- Reporting on Empanelment of hospital and its related functions to the management and other departments inside and outside of PHIMC.
- Ensure the compliances of the contract related to empanelment from the government side.
- Liaison with PHC and other related departments for empanelment of good quality healthcare facilities.
- Updating list of Empanelment public / private hospitals in Punjab under SSP.
- Updating list of DMO's and HFO's of Empanelment public / private in Punjab under SSP.
- Ensure standard program branding is done in all the empanelment public / private hospitals in Punjab.
- Assist Manager Empanelment regarding complaints related to Hospital admin & insurance company.
- Assess Criteria and Indicators for evaluating the performance of empaneled hospital.
- Liaise with Insurance Company/empaneled hospital for implementation of Standards Check list and continuous improvement
- Internal / external record of Empanelment Department like PHC registration certifies and other documentation.
- Prepared different reports, annual report, internal audit reports.
- Any other task/assignment by HOD.

4. JOB SPECIFICATION:

Qualification:

MBBS / BDS / 16 years of formal education with a degree in Health Administration / Public Health / Hospital Administration / Healthcare Management / D Pharmacy from an HEC / PMDC recognized institute.

Experience:

Minimum 1 year experience of healthcare sector. Preference will be given to candidates having experience in healthcare operations, hospital coordination, or empanelment related functions.

Age limit:

Not more than 35 years on the last date of receipt of the application.

5. COMMUNICATION AND WORKING RELATIONSHIP:

Internal: Deputy Manager Empanelment, Manager Empanelment and Director Empanelment & Enrolment, COO and CEO PHIMC.

External: PHCC, Insurance Company, SSP, SHC&ME Department, District Government, Hospitals/Service Providers.

