

**JOB DESCRIPTION**  
**Specialist (Medical Audit),**  
**S-MA, National Health Authority (NHA), MoHFW, GoI**

**1. POSITIONS VACANT:** Specialist (Medical Audit), S-MA, National Health Authority (NHA), MoHFW, GoI (One Vacancy)

**2. ORGANIZATION BACKGROUND:**

**National Health Authority (NHA)** is the apex body, responsible for implementing **Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY)**, India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries.

**NHA** is tasked with implementing **PM-JAY** at the national level.

**State Health Agencies (SHAs)** have been instituted by concerned states to implement **PM-JAY** at the state level. **SHAs** have full operational autonomy to implement **PM-JAY** in their state.

**Key Functions of NHA**

Key functions of the **NHA** include the following:

- (1) Formulation of operational guidelines, model documents and contracts, to ensure standardization and interoperability of **PM-JAY**;
- (2) Effective implementation and regular monitoring of **PM-JAY**, across the country, including initiation of suitable action for course correction, as necessary;
- (3) Coordination with various State Governments on a regular basis for implementing **PM-JAY**;
- (4) Acting as an apex body for **SHAs** that have been set up to implement **PM-JAY**.

For more information about **NHA**, please visit <https://pmjay.gov.in/about/nha>

**3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Lead -Medical Audit**, the **Specialist (Medical Audit)** shall be responsible for the following:

**Key Responsibilities:**

- (1) Support in institutionalizing a strong Medical audit framework under schemes managed by NHA;
- (2) Conduct field and desk medical audits on a pan-India basis, with a view to detecting any suspicious activity and highlighting the same to concerned SHAs in a timely manner;
- (3) Create and strengthen medical audit tools, guidelines, training content and modules to conduct effective desk and field medical audits;
- (4) Preparation of audit reports with key findings and following up with various stakeholders for closure of action;
- (5) Analyse various dashboards, triggers and outliers, to identify cases for medical audit;
- (6) Analyse data trends, dashboards and suspect cases referred from triggers and/or identified from other sources;
- (7) Work closely with the IT Team to embed fraud triggers, medical protocols, guidelines and medical audit requirements (both concurrent and post facto) into the system;
- (8) Provide medical inputs and feedback for strengthening of fraud controls and triggers;
- (9) Capacity building of States in the area of medical audit and field investigation;
- (10) Guide, mentor, support State and anti-fraud units and oversee their performance;
- (11) Conduct joint field medical audits along with State teams;
- (12) Any other work that may be assigned by management from time to time.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualifications:**

###### **Essential:**

MBBS with MCI/ State Medical Council registration.

###### **Desirable:**

MD/ MS/ DNB in clinical subjects preferred.

##### **Experience:**

###### **Essential:**

Five years of clinical experience or in the field of medical audits.

###### **Desirable:**

Prior experience in the health insurance domain shall be an advantage.

##### **Skills and Competencies:**

- (1) Good clinical knowledge, meticulous and an eye for detail
- (2) Strong verbal and written communication and presentation skills;
- (3) Computer literate with knowledge and experience of MS Office, Excel and PowerPoint;
- (4) Proficient in drafting notes and letters in English and Hindi, with emphasis on spelling, punctuation, grammar, and other language skills;
- (5) Language skills in English and Hindi.

**5. VACANCY DETAILS:** One vacancy

#### **6. AGE LIMIT:**

Not less than 30 years and not exceeding 45 years, as on the last date for receiving applications.

#### **7. COMPENSATION OFFERED:**

Gross remuneration budgeted for the position is Rs. 1,25,000/- per month.

**8. LOCATION:** New Delhi, NHA Office.

#### **9. CONTRACT TYPE AND PERIOD:**

The post-holder shall be engaged on a consultancy contract, initially for a period of 12 months, extendable thereafter, on the basis of performance and approval by **NHA**.

#### **10. REFERENCE:**

S-MA

#### **11. CONTACT INFORMATION:**

Team SAMS  
Strategic Alliance Management Services P Ltd.  
1/1B, Choudhary Hetram House, Bharat Nagar  
New Friends Colony, New Delhi 110 025  
Phone Nos.: 011-41011564/65; 4081 990  
Email: [nha@sams.co.in](mailto:nha@sams.co.in)

## 12. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to apply online at [www.sams.co.in](http://www.sams.co.in) by or before **October 4, 2020, 11:59:59 PM**.

Online Application Link: <https://recruitment.samshrm.com/JOBS/NHA>

**Please Note:** Only information input by candidates into their online application form, shall be considered for the purposes of confirming eligibility and assessing their candidature. The CV document uploaded by candidates shall be considered to comprise supplementary information, only. Requests by candidates to consider supplementary information provided in the CV document for the purposes of determining eligibility or awarding assessment scores shall not be entertained. Applications submitted through non-online modes, shall be deemed invalid.