

CREDIT UNIT HEAD

Qualification BCA/IT Diploma

Experience 2-4 Years

Job description :

1. Your work is to check all credit bills, discharge summary and all other relevant documents and send it to the respective TPAs and corporate in time.
2. You have to reply query if raised by the TPAs and Corporate.
3. You have to check credit register on daily basis.
4. You have to check deductions in the credit bills and rectify the same.
5. You have to coordinate with the TPAs and Corporate sections
6. Collect the daily information regarding fax details by morning and evening authorization, denials and pending fax
7. Call the cashless denial patient's attendant for advance payment & in case fax delay then inform patient's attendant.
8. After receiving the file of discharge (patient) check all reports & get the bill made and consent form added.
9. After checking of bills give it to Billing Executive to prepare the final bill & take the signature of patient's attendant on claimant form and bill.
10. After completion of bill check all the original documents & keep in a folder and send to respective TPA.
11. Check the TPA register for current status of cheques received and pending.
12. Responsible for all financial, bill related matter related to TPA patients and other general patients as well.
13. You have to solve the financial grievance of admitted patients.
14. In case of denial from TPA it is your responsibility to collect the cash payment.
15. You have the authority to check and verify that cashless facility is provided to the exact person.
16. You are the keen person to place important part in internal management as well.
17. Other assignment given by Top Management from time to time.
18. You should obey your seniors and are supposed to maintain a high level of Discipline.
19. You should be available on call in Emergency.
20. A prior notice of one week for leave is required and in case you want to leave the job, a notice of one month is must.
21. You should follow the 'Quality Policy' of the Hospital and try to put your best to attain the 'Objective and Targets' of the Hospital.

NOTE: In the absence of other TPA manager you have to cover all the responsibilities of the said manager and you will do alternate Sunday duties.