

Job Description for the position of Assistant Manager – Case Evaluation



Position Description:

Current Designation: Assistant Manager – Case Evaluation
Reports to: Senior Manager – Medical
Supervises: None
Department: Head Office – Health Insurance Department
Location: Karachi

Job Purpose (Why this job exists):

Medical Management: To have close contact with network hospitals for pre-authorizations of hospital admissions as per the medical necessity & policy document.

Hospital Management: Review of existing panel facilities to negotiate rate revisions for cost effective credit arrangements.

Key Accountabilities:

- Responsible to monitor daily hospital admissions & determine the necessity and appropriateness of the treatment and continued inpatient care during patient's hospitalization.
- Timely authorization for admission to panel hospitals via hotline.
- Responsible to handle company hotline.
- To coordinate with clients for facilitation of hospitalization in panel hospitals as per policy terms.
- To visit network hospitals to strengthen relationship with the service providers and rate negotiations.
- To visit non panel facilities (panel hospital/discount center) to enlist them on our panel as per hospital evaluation criteria to increase panel network.
- To coordinate with policy and claim departments for all queries related to endorsements/ hospital outstanding claims, respectively.
- To arrange and give orientation sessions to clients related to policy coverage & clinical presentations related to wellness program on need basis.

Education/Experience/Skills:

- MBBS
- 1 – 2 years relevant experience
- MS Office, Time Management, Communication Skills

Reporting Line:

