

**TERMS OF REFERENCE (TOR) FOR PROGRAMME MANAGER UNDER THE
MEGHA HEALTH INSURANCE SCHEME IN THE STATE OF MEGHALAYA (MHIS)**

1. **Job Title:** Programme Manager
2. **No. of Position:** 3
3. **Place of Posting:** Civil Hospital Shillong, Civil Hospital Tura, Tura MCH Hospital.
4. **Duration:** The contract for an appointment is for 1 year from the date of joining and depending on the approval of the Government. The renewal of the contract will be done on an annual basis depending upon the performance and also assessment of the incumbent.
5. **Reporting to:** The Chief Executive Officer, Megha Health Insurance Scheme (MHIS).
6. **Main Function:** Overlooking the entire implementation of the Megha Health Insurance Scheme & Ayushman Bharat Pradhan Mantri Jan Arogya Yojana.
7. **Salary:** ₹30,000/- PM+ performance-based bonuses.
8. **Duties and Responsibilities:**
 - a) Guiding the Beneficiary about the overall benefits under MHIS & AB PM-JAY and providing information about receiving prompt treatment at EHCP.
 - b) Assisting the PMAMs with the Beneficiary Identification System to identify and verify the beneficiaries entitled under MHIS & AB PM-JAY.
 - c) Assisting the PMAMs with the Transaction Management System such as submitting requests for Pre-Authorization, Updating Surgery/Treatment Details, and Filing for Claims.
 - d) Facilitate conversion of new IPD admissions to MHIS & PMJAY beneficiaries at the time of admission.
 - e) Facilitation of Training & IEC about benefits of MHIS & PMJAY for both beneficiaries and Health Care Providers.
 - f) Beneficiary Charter Rights Assistance at the EHCP.
 - g) Ensures Beneficiary Grievances are registered and resolved on the CGRMS portal.
 - h) Aiding Public Hospital Fund Utilization SOPs.
 - i) Development of Innovations for Effective Delivery of Health Care Services at the EHCP.
9. **Minimum Job Requirements:**
 - a) MHA/MSW/MPH/MBA (Health Care Management).
 - b) Minimum 1 year of relevant experience.
 - c) Knowledge of Hospital Administration will be an added advantage.
 - d) Hands-on experience with Office Software Packages (MS Word, Excel, PPT, etc.).
 - e) Strong written and verbal communication.
 - f) Willingness to travel for work purposes.
 - g) Proficiency in Local languages is preferred. (Khasi/Jaintia & Garo).
10. **Selection Process:**
 - ✓ Interview