



CAREER NOTIFICATION

No.116/2020/Admin/SHA

Date: 04.09.2020.

Name of Post: Manager (Policy & Field Operations)

No. of Post	:	1
Professional Qualification & Experience	:	Essential: <ul style="list-style-type: none">• Post-graduation or higher qualification in Public health, Community health, Preventive & Social Medicine, Health Economics. At least 5 years of post-qualification work experience in Health Systems Research or in Planning and implementation of service delivery. <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• MBBS with MPH /MD Community Medicine. At least 1 year of post-qualification work experience Desirable: <p>Published work/published reports/working papers in the area of health systems or health financing or public health.</p>
Age	:	Maximum 40 years as on 01.08.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 70,000/- per month

Name of Post: Medical Auditor

No. of Post	:	2
Essential Qualification & Experience	:	Essential: <ul style="list-style-type: none">• MBBS from a recognized medical college;• At least 1 year of work experience in the area of health care quality Desirable: <ul style="list-style-type: none">• MBA or Post Graduate diploma in Business Administration or Master of Public Health / Hospital Administration or Master of Public Health or MBA in Health Care• Experience in Insurance or TPA industry in the area of provider management is desirable.
Age	:	Maximum 40 years as on 01.08.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 50,000/-

Name of Post: Claim Adjudicator (Public Hospital Claims) at SHA Office

No. of Post	:	2
Essential Qualification & Experience	:	Essential: <ul style="list-style-type: none">● MBBS from a recognized medical college;● 1 year of work experience in hospital setting Desirable <ul style="list-style-type: none">● Experience in claim processing in insurance sector (Insurance Company or Third-Party Administrators) is desirable● Well versed with using computer and internet-based applications
Age	:	Maximum 40 years as on 01.08.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 45,000 /-

Name of Post: Claim Adjudicator (Public Hospital Claims) on work from home basis (with certain pre-conditions detailed below)

No. of Post	:	10
Essential Qualification & Experience	:	Essential: <ul style="list-style-type: none">● MBBS from a recognized medical college; Desirable <ul style="list-style-type: none">● Experience in claim processing in insurance sector (Insurance Company or Third-Party Administrators) is desirable● Well versed with using computer and internet-based applications
Age	:	Maximum 40 years as on 01.08.2020
Method of Recruitment	:	On contract basis
Salary	:	Rs. 30,000 /-

Name of Post: Claim Adjudicator (Public Hospital Claims) on freelance basis (with certain pre-conditions detailed below)

No. of Post	:	As per requirement
Essential Qualification & Experience	:	Essential: <ul style="list-style-type: none">● MBBS from a recognized medical college;● 1 year of work experience in hospital setting Desirable <ul style="list-style-type: none">● Experience in claim processing in insurance sector (Insurance Company or Third-Party Administrators) is desirable● Well versed with using computer and internet-based applications

Age	:	Maximum 40 years as on 01.08.2020
Method of Recruitment	:	On contract basis
Honorarium	:	On a case to case basis

GENERAL TERMS AND CONDITIONS:

1. The applications forwarded other than through www.arogyakeralam.gov.in will NOT BE CONSIDERED
2. The applications that are not complete in all respect will not be considered for short listing.
3. **Examination Fee – Rs. 250/- (Rupees Two Hundred and fifty only).** The amount should be deposited in the bank in Account no: 195305000419 with ICICI bank, Vazhuthacaud (IFSC Code: ICIC0001953) in the name of "KARUNYA AROGYA SURAKSHA PADATHI OPERATIONS". The Receipt/Counter foil should be attached in the application when you are applying job in online portal. Alternatively, this amount can be directly credited online and the screenshot of the online payment to be attached while applying online for the post. All communications, including the interview call letter, from the State Health Agency (SHA) side will be only through email.
Candidates are advised to browse the website www.arogyakeralam.gov.in regularly for updates/notices and announcements.
4. The maximum age limit will be 40 years as on 01.08.2020
5. The selected candidate should be willing to relocate anywhere in the State.
6. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
7. Selection will be based on qualification, experience and performance in the interview.
8. The successful candidates will be appointed on contract initially for a period of three months. *State Health Agency (SHA)* at its discretion, based on the performance and integrity of the successful candidate, may extend the period of contract.
9. Opportunities for advanced training will be available.
10. Candidate should be willing to work in any District of Kerala as decided by the Society.
11. The successful candidate will have to enter into a contract with State Health Agency (SHA).
12. The posts are for immediate requirement and the State Health Agency (SHA) may prioritize the interview for different category of posts, on the basis of its requirement. The State Health Agency (SHA) may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization(s).
15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. Society will provide necessary details to the queries raised over the email by candidates.
16. No TA/DA will be paid for the interview.
17. **All communications, including the interview call letter, from the State Health Agency (SHA) will be only through email.**

18. The posts are temporary in nature during the period of the operation of the State Health Agency (SHA) and no claim for permanency of job or labour claims to the Government.
19. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
20. Applications SHOULD BE submitted online by 5pm on 14.09.2020.
21. **The scanned copy of the following should be forwarded to the email id statehealthrecruitment@gmail.com.**
 - a. **Print out screen of the application.**
 - b. **The Receipt/Counter foil / print screen of amount paid.**
 - c. **Qualifications / Experiences for the post.**
22. All selected candidates will be governed by rules and regulations of State Health Agency (SHA) in force from time to time.


EXECUTIVE DIRECTOR (SHA)
4/9.

**Terms and conditions for Claim Adjudicator (Public Hospital Claims)
on work from home basis & Freelance basis**

Sl.No.	Name of the post	Conditions
1	Claim Adjudicators (10 posts)	<ul style="list-style-type: none"> • Only MBBS Doctors are permitted to be engaged as Claim Adjudicators • Individuals will not be permitted to work at SHA office. They are to work at home • He/she will have to enter into an agreement for engaging themselves with SHA to work at home with the following conditions • Monthly remuneration will be Rs.30000/-. • The individual will have to clear a minimum of 2500 cases a month. When number of cases adjudicated goes below the mandatory numbers, their honorarium will be reduced correspondingly. However, if the number goes below 1000 cases, he/she will not be eligible for any remuneration • For every additional adjudication beyond 2500 cases, the individual will be paid Rs.10/case. • No facilities like laptops, net connection, office space, furniture, stationery or any other items will be provided to the individual • A month means calendar month • The individuals will be given an online training initially for them to get familiarized on adjudication • They will have to submit a monthly report to Joint Director (SHA) on details of cases done every month • SHA will be listing out the cases adjudicated by the individual from TMS and sharing with the individuals • Doctors working elsewhere is also permitted to work as Claim Adjudicators • SHA reserves the right to stop the contract of any doctors at any time • Doctors are not permitted to outsource the work to any other person. If any such case is found out, the services of the Doctor will be terminated forthwith • None of the Doctors recruited by SHA are permitted to be engaged as Claim Adjudicators on contract basis
2	Engage Doctors as Claim Adjudicators on free lance basis	<ul style="list-style-type: none"> • Only MBBS Doctors are permitted to be engaged as Claim Adjudicators on free lance basis • Individuals will not be permitted to work at SHA office. They can work at home • He/she will have to enter into an agreement for engaging themselves with SHA for working on free lance basis home with the following conditions • The individual will have to clear a minimum of 500 cases a month for being eligible to get any honorarium. • For every adjudication, the individual will be paid Rs.10/case. • No facilities like laptops, net connection, office space,

		<p>furniture, stationery or any other items will be provided to the individual</p> <ul style="list-style-type: none">• A month means calendar month• The individuals will be given an online training initially for them to get familiarized on adjudication• They will have to submit a monthly report to Joint Director (SHA) on details of cases done• SHA will be listing out the cases adjudicated by the individual from TMS and sharing with the individuals• Doctors working elsewhere is also permitted to work as Claim Adjudicators• SHA reserves the right to stop the free lance process of any doctors at any time• Doctors are not permitted to outsource the work to any other person. If any such case is found out, the Doctor will not be permitted to do any other case on free lance basis and the contract terminated• None of the Doctors recruited by SHA are permitted to be engaged as Claim Adjudicators on free lance basis
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