

Terms of Reference (TOR) for *Medical Auditors under NHPS-SHA (AB PM-JAY & CMHIS)*

Scope of Work

Medical Auditors – AB PM-JAY & CMHIS

1. Claims Audit & Verification

- Conduct monthly audits of claims submitted by empanelled hospitals to ensure accuracy, compliance with prescribed package rates, and medical justification in line with AB PM-JAY & CMHIS guidelines.
- Undertake desk-audit, medical, and telephonic audits aligned with Key Performance Indicators (KPIs) and the State Anti-Fraud Unit (SAFU).
- Participate in claim processing activities under the Medical Audit Committee (MAC) and Claims Review Committee (CRC).
- Participate in auditing claims triggered by National Anti-Fraud unit (NAFU).

2. Hospital Audits & Compliance to field investigation (whenever required).

- Carry out desk audits and field investigations of empanelled hospitals as and when required.
- Verify hospital infrastructure, manpower, and service delivery against empanelment criteria.
- Assess adherence to treatment protocols, discharge summaries, and documentation standards.
- Evaluate compliance with patient safety norms and ethical practices.

3. Fraud Detection & Prevention

- Serve as a default member of the Special Anti-Fraud Unit (SAFU) to strengthen fraud control mechanisms.
- Identify instances of unnecessary admissions, procedures, or investigations etc.
- Detect and flag cases of overcharging, package misuse, or collusion.
- Recommend appropriate disciplinary measures, including de-empanelment or penalties, where warranted.

4. Reporting & Recommendations

- Prepare comprehensive audit reports with evidence-based findings.
- Submit monthly and quarterly summaries to the relevant committees under State Health Agency (SHA) relevant committees and National Health Authority (NHA).

5. Confidentiality & Ethics

- Uphold strict confidentiality of patient records and hospital data.
- Ensure impartiality, independence, and integrity in all audit activities.