



JOB DESCRIPTION
(TO BE ISSUED BY HRD TO ALL STAFF)

JD/HR

JOB SPECIFICATION

JOB TITLE	Medical Administrator
EDUCATION	Graduation : MBBS Post Graduation: PG Diploma in Health Care Management/MHA
ADDITIONAL QUALIFICATION	-
SKILLS REQUIRED	<ul style="list-style-type: none"> • Job competence. • Quality and Safety consciousness. • Commitment & initiative. • Adherence to work ethics, dependability.
ADDITIONAL SKILLS REQUIRED	-
EXPERIENCE REQUIRED	6 Years of Experience
DEPARTMENT & LOCATION	Medical Admin & Mumbai
POSITION REPORTS TO	COO

JOB DESCRIPTION (MAIN JOB TASKS)

- Medical Administrator is responsible for smooth functioning of following Department:
- Medical Administration (Junior Doctors)
- Visiting & Honorary Doctors Management
- Quality
- Physiotherapy
- Dietetics Services
- Food and Beverages (Patient Food Only)
- CSSD
- Medical Transcriptions
- MRD
- BME
- Medical Legal Case
- Technicians and RSO, Medical
- Pathology Services
- TPA
- Academic.
- General Duties :
- To take daily ward rounds — Supervision and attend to patient and staff grievances.
- Inspect drugs for stock positions of medicines and other items as per requirement, arrange for replacement and defaulters to be reported to Regional Head.
- On daily basis, supervision of work of all departments of hospital.
- Routine administrative work, grant leave to R.M.O, Physician Assistant, Other Junior Doctors. arrangement of substitute as per need.
- Supervision of O.P.D. checking of records, admissions, discharge O.T. list, waiting list, etc.
- Supervise working and attendance of R.M.O.'s and M. O.'s. Lab. Staff, Dietician, F.& B Services for Patient etc.
- Set up a structured processes and standards to achieve accreditation. Conduct necessary awareness training for all departments. Coordinate necessary document generation and collation from different departmental heads for accreditation Healthcare Global Enterprises

- Review all departmental manuals to ensure that they are in line with the requirements Help set up, coordinate, and activate various audit committees to test check processes. Is responsible for all Quality Assurance Initiatives in the facility.
- Setup a Quality assurance structured program. Set up an audit process for patient care services on a continuous basis Refine current methods and re-establish protocols for recording of sentinel events etc.
- Monitors stock of equipment's, machinery, medicine, surgical items,.
- To Assist Director in expansion plan, development scheme, manage duties Director . in absence of Director.
- Member of various committees.
- To appoint members in respect of various committees and to conduct the meeting

GENERAL COMPETENCIES

- Job competence
- Quality and Safety consciousness
- Commitment & initiative
- Initiative, punctuality & learning,
- Adherence to work ethics, dependability.
- Interpersonal relations.
- Teamwork
- Communication
- Computer Skills & Knowledge
- People Management
- Leadership

Kindly share resumes to sarita.s@hcgel.com / recruitment@hcgel.com

Please Note: This is not an exhaustive list of responsibilities but provides a general guideline of the duties assigned to the position. Job descriptions are dynamic and will change depending on the organizational requirement.