

JOB DESCRIPTION FOR THE POST OF RESIDENTIAL MEDICAL OFFICER:

1. Review all medical bills submitted by employees.
2. Verify the accuracy of billed services, procedures, and charges against medical records and departmental policies.
3. Identify any discrepancies, inconsistencies, or potential fraudulent activities in billing.
4. Provide recommendations for bill adjustments or corrections when necessary.
5. Collaborate with relevant departmental personnel, such as finance and administration, to facilitate smooth billing processes.
6. Conduct thorough reviews of medical bills within specified timelines.
7. Communicate findings and recommendations clearly and effectively to relevant stakeholders.
8. Participate in meetings or discussions related to billing issues, as required.
9. Provide expertise and guidance on medical billing practices and regulations



Jinsar Ali Bhatti
Assistant Director
Trade Development Authority of Pakistan
Government of Pakistan
Karachi