



## INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

### Requires

### Honorary Medical Officer

The Institute is looking for an Honorary Medical Officer to provide medical services to the IIMA Community. The position is on contract basis initially for one year and is extendable on mutual convenience.

#### Job Description:

- Conduct Medical examination for pre-employment.
- Prescribe medicines to treat the patient by considering his/her symptoms and medical history.
- Investigate, diagnose and treat the health conditions of patients.
- Document all patient evaluations, treatments, medications and transactions according to the Institute policies and procedures.
- Plan and implement health related sessions for IIMA community.
- Help the Institute in identifying the hospital for annual health check-up of the employees.
- Give inputs to improve the Institute's Group Mediclaim Insurance Scheme.
- Manage the third party administrator (TPA) of the GMIS policy of the Institute.
- Oversee the pharmacy shop in campus and suggest improvements.
- Evaluate the medical bills submitted by the employees and approve the bill as per Institute's policy.
- Take necessary steps in collaboration with Institute's management to make the campus illness free.
- Handle any emergency medical situation.
- Involve in purchase of bulk drugs in association with the Stores and Purchase Department.

#### Essential Qualifications, Experience & Skill Requirements:

- The candidate must have MBBS degree from recognized Medical institution, approved by Indian Medical Council.
- Minimum 3 years of experience in providing medical services post completion of MBBS degree.

**Age:** Max. 45 years as on the last date of application.

**Salary & Allowances:** Selected candidate will be offered a fixed term appointment initially for a period of one year on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience.

Interested candidates are advised to **APPLY ONLINE ONLY** latest by **February 17, 2020**.

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