

		<b>Position Guidelines</b>	
<b>Name:</b>		<b>Year</b>	2018
<b>Job title:</b>	Audit Executive/ Supervisor(Contr ols + Process)	<b>Department</b>	Finance
<b>Qualification &amp; Experience (minimum requirements preferred)</b>			
<b>Education:</b>  ICWAI (Inter)		<b>Professional experience:</b>  <ul style="list-style-type: none"> <li>• 2 + years of experience.</li> <li>• Competency in reviewing, interpreting and applying compliance requirements to perform audits.</li> <li>• Advanced user of Microsoft Excel, Word, and Access.</li> <li>• Understanding of cash, bank, inventory and AR processes.</li> </ul>	
<b><i>Our Mission</i></b>			
Columbia Asia is pledged to deliver <b>Effective</b> and <b>Affordable</b> medical services in a <b>Clean</b> and <b>Caring</b> environment.			
<b><i>Our Motto</i></b>			
Customers First			
<b><i>Our Values</i></b>			
<ul style="list-style-type: none"> <li>• Caring</li> <li>• Community Involvement</li> <li>• Excellence</li> <li>• Integrity</li> <li>• Team work</li> </ul>			
<b><i>Job content (purpose of the job)</i></b>			

**Key areas of responsibility:**

- Audit of cash and bank process (OP billing), IP billing, inventory and other as per specified scope.
- Supporting Senior Manager - Business Processes and Controls in audits and supporting/coordinating with unit Finance Manager on audit observations.

**Main Job Tasks\_:****Cash and bank process (essentially look for revenue leakage)**

- Outpatient (OP) process
  - Deposit collection and application.
  - Review unbilled revenue.
  - Walks-in cash collection.
- Audit accounting/batch closure/adjustments of card float account of credit/debit/charge cards.
- Audit of top-up deposit follow up.
- MRN creation documentation for OP and over the counter patients with audit on privileges.
- Refunds/returns audit.
- Discounts and open credit note audits
- Shift handover process.

**Billing – Inpatients (IP) (100% checking)**

- IP bill checking for completeness and accuracy of:
  - Room charges including OT, bed transfers, ICU, HDU etc.
  - Doctor's charges for consultation and surgeries.
  - Laboratory and radiology charges.
  - Pharmacy and medical supplies charges.
  - Other charges.
- Discount as per MOU's and approval for discretionary discount.
- Updating of charge masters.
- Order entry deletion.
- Procedure prospectus.

**Inventory (daily/weekly/monthly)**

- Daily inventory count of 50 items of drugs and medical supplies at all department on Hybrid basis.
- Weekly counting of top 50 items of non-medical items of inventory.
- Monthly counting of consignment inventory as maintained by various department.
- Daily report on stock more than 2 times of re-order level.
- Slow moving stock

**Exceptional (Monthly)**

- Deleted Order entry for OP patient.
- Redflags audit.
- Surprise cash verification.
- Audit purchase returns process/debit notes to vendors.
- Training for cash and bank, inventory and billing etc.