

Bank Medical Officer (BMO – OG-2) – SBP-BSC	
1. Job Reporting Relation	
Reports to: CMO	Directly Supervises: BMC's
2. Job Objective	
The position of Bank Medical Officer plays an important role in creating a healthy environment by ensuring provision of quality medical care to the relevant patients and other stakeholders of SBP-BSC while maintaining compliance with high standards of financial control.	
3. Functions of the Position	
<ul style="list-style-type: none"> a. Attend to the patients and prescribe medicine/investigation as deemed necessary. b. Give technical in order for bills of hospitals OPD/IPD, review hospital bills/individual claims, and ensure that treatment is covered under relevant Bank Rules. c. Visit assigned hospital(s), to ensure that cost effective and quality medical care is provided to eligible stakeholder admitted in the hospital upon the recommendation of physician/specialist. d. Ensures the compliance of relevant policies, SOPs and financial controls. e. Conduct clinical examination of new recruits and serving employees for fitness test. f. Perform any other work, which may be assigned by the CMO/Senior Management. g. To accord approvals for costly treatment/specialized treatment as per admissibility and the prescribed limits of monetary sanctions as authorized by CMO/MRC. h. Ensure compliance of policies and SOPs and safe-keeping of record. 	
4. Key Result Areas/Principal Accountabilities	
Medical Care	
<ul style="list-style-type: none"> a. Provide appropriate outpatient treatment for swift/appropriate recovery of the patients. b. Identify need for referrals to specialist or hospital based on clinical examination, medical history and/or laboratory test(s). If necessary, provide reference slip to the patient for hospitalization or to visit a consultant or for further investigations (laboratory test). c. Ensure strict confidentiality and impartiality while dealing with patients. 	
Quality Control	
<ul style="list-style-type: none"> a. Visits to hospital(s), as assigned by CMO, to verify particulars of admitted patient(s). Check diagnosis/investigation reports and quality of medical treatment provided to the patient during hospitalization. Ensure that treatment falls within ambit of relevant Bank Rules. b. During hospital visit, record complaints of patients and coordinate with hospital management to ensure quality medical treatment to beneficiaries. c. To recommend new enlistment of consultant, labs and hospital for bank panel, as per criteria approved by HOK/MRC. d. Keep up to date with medical developments and new drugs, treatments and medications. 	
Strengthening of Internal Controls	
<ul style="list-style-type: none"> a. Protecting sensitive information and avoiding password sharing. b. Compliance to SBP Cyber security, email policy and data protection as per SBP circulars/ guidelines and instructions. c. Incident reporting as per SBP incident reporting instructions. d. Ensuring financial monitoring and oversight. e. Facilitating internal audit of medical supplies. 	
Awareness and Preventive Health Care	
<ul style="list-style-type: none"> a. Conduct and arrange awareness programs to encourage healthy lifestyle and psychological fitness among Bank's employees. b. Identify and suggest peculiar trends in diseases, medicines etc. to the supervisor for timely resolution in a cost effective manner. c. Suggest and assist programs that encourage preventive medical care and improve psychological wellbeing of Bank's employees on a regular basis. 	
5. Interaction	
Within Organization	Outside Organization
<ul style="list-style-type: none"> a. Patients b. Supervisor(s) 	<ul style="list-style-type: none"> a. Hospitals/ Consultants/ Specialists/Labs b. Pharmaceutical Companies
6. Competencies	
<ul style="list-style-type: none"> a. Achievement orientation b. Communication c. Teamwork d. Accountability e. Customer Service Orientation 	<ul style="list-style-type: none"> f. Planning and Organizing g. Championing and Embracing Change h. Decision Making i. Problem Solving j. Initiative
7. Skills	
Computer Skills, Communication Skills, Interpersonal Skills	