



## **Job Description & Job Specification**

<b>Job Title:</b> Panel Hospital Coordination Officer (Health Insurance)	
<b>Department:</b> Health Claims Management & Hospital Relations	<b>Location:</b> Multiple Cities
<b>Job Level:</b> Experienced Professional	<b>Nature of Job:</b> Desk Job with Travel

### **Job Summary:**

We are looking for experienced and motivated Panel Hospital Coordination Officers to manage relationships with panel hospitals across Pakistan. The role involves rate negotiations, medical record collection, and coordination between hospitals, insured members, and internal claims/underwriting teams to ensure smooth operations.

### **Key Responsibilities:**

- Liaise and coordinate with panel hospitals, clinics, and diagnostic centers nationwide.
- Negotiate treatment rates, packages, and discounts with hospitals as per company guidelines.
- Ensure timely collection of complete medical records, discharge summaries, bills, and investigation reports.
- Facilitate pre-authorization and admission processes where required.
- Resolve operational issues related to patient admission, billing, and documentation.
- Maintain updated panel hospital data and agreed rate structures.
- Support claims and underwriting teams with accurate and complete documentation.
- Build and maintain strong professional relationships with hospital management and medical staff

### **Required Qualifications & Experience:**

- Minimum bachelor's degree (preferably in Health Sciences, Business Administration, or related field)
- 2-5 years of relevant experience in hospital coordination, insurance company, or healthcare organization
- Strong understanding of Health insurance processes and hospital billing
- Proven experience in rate negotiation with hospitals will be an advantage
- Excellent communication, coordination, and negotiation skills
- Ability to work independently and manage multiple hospitals
- Willingness to travel within assigned regions

### **Skills & Competencies:**

- Negotiation & relationship management
- Knowledge of related medical and surgical procedure/technologies
- Medical documentation & records handling
- Strong follow-up and problem-solving skills
- Professional ethics and confidentiality
- MS Office & basic reporting skills

### **What We Offer:**

- Competitive salary package
- Performance-based incentives
- Growth and career development opportunities
- Exposure to nationwide healthcare and insurance network

Interested candidates please drop your CVs at [teamhr@agico.com.pk](mailto:teamhr@agico.com.pk) by **January 25, 2026**. Please mention position title in email subject.