MIS - General

1. Ensure Rx Composite Pull and Push is running on Server
2. Check if Schedulers are running without errors and close successful ones.
3. Ensure “System Admin” in logged in to NATMED to enable routing pulls.
4. Ensure SQL Agent is running to create backups.
5. Regular checks if RX Claim Insurance and RX Claim Client are running
6. Regular checks if NMI Mobile Apps are working
7. Regular checks on NMI Website
8. Regular checks on all other local and online Web Apps.
9. Regular checks on Server performance (Task Manager)
10. Install Nitro PDF converter on staff machine upon request
11. Keep links of all NMI local and online app URLs and setup on staff machine upon request.
12. Keep NMI email server details and know how to setup and manage staff outlook.
13. Keep printer names and their settings on staff machines.
14. Upload of corporate and myhealth member pictures on RX

Database Routines.

1. Changing batch status (eg. Sent to Accounts to Awarded)
2. Deletion of wrong claims from providers
3. Checking MyHealth member limits, payments and online push and pull (Including USSD Registration and Payments)
4. Basic updates on Member Information.
5. Addition of some master data (eg. Rejection comments etc)
6. Other regular checks as more will be added considering the personnel’s performance