

# Access Healthcare Jobs App Functional Overview

**An assisted workflow providing unmatched opportunity as well as transparency to job applicants**

Job Applicants can use Access Healthcare Jobs App to apply for jobs and track their application through various stages of the hiring process. The App provides the following functionalities:

## 1. Download and register

The candidates download the App from the App Store or the Play Store and register through the application's single sign-on features using their email ID. The registration process requires the candidate's Aadhaar Number to validate identity. (Aadhaar is a 12-digit random number issued by the UIDAI ("Authority") to the residents of India).

The registration process is easy to navigate. All the candidate needs to do is to follow the instructions provided.

## 2. Recruitment Team Coordination

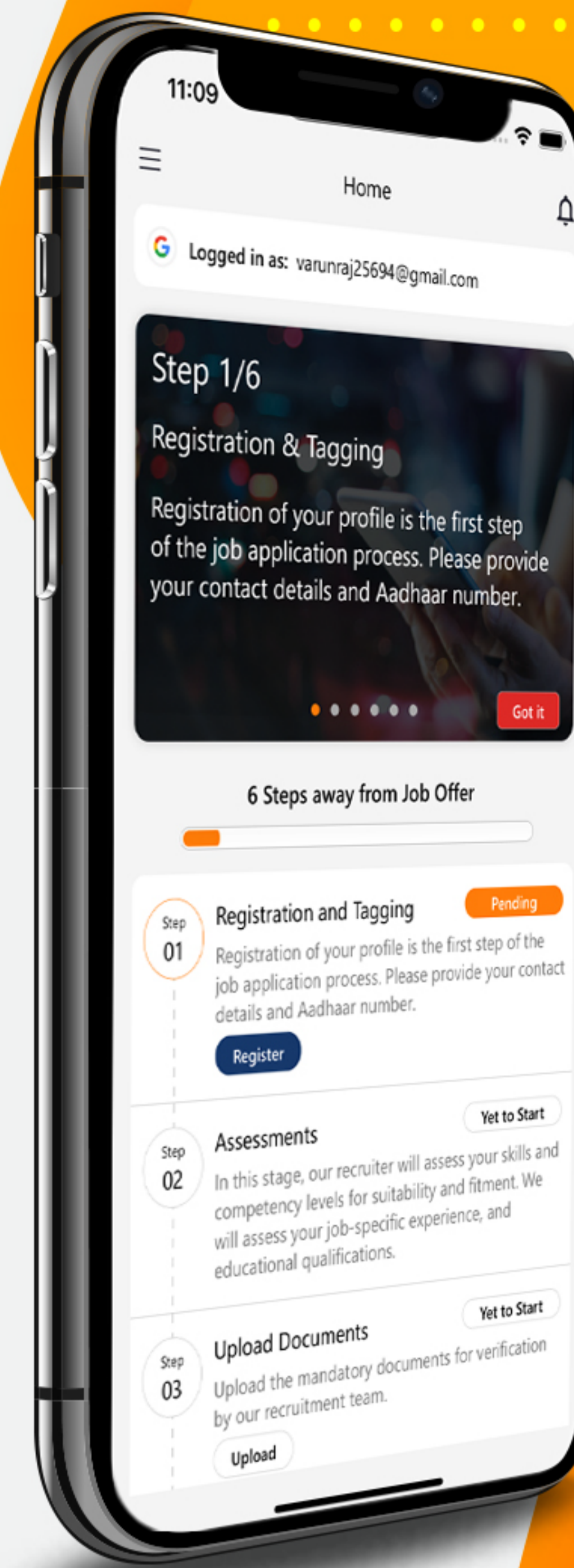
The App simplifies the coordination with our recruitment team. Our guest relations executive (GRE) will schedule an interview with the candidate at a mutually convenient time. The App will notify them of the schedule through app notifications and emails.

## 3. Attend online interview

The online interview functionality enables us to conduct an initial screening interview. Our recruitment team will coordinate the discussion over a video-conference call. After completing the online interview, we will assign a mandatory online training program based on the candidate's work area.

## 4. Document Upload

The candidates must upload certain mandatory documents like the Aadhaar card, resume, and educational certificates. After scrutinizing these documents, the Access Healthcare recruitment team will issue a letter of intent and a provisional offer to hire subject to the successful completion of the training program.



## 5. Assessment

Depending on the candidate's area of work, Access Healthcare's training team assigns a set of training modules for them to complete. These training modules can take 4-5 hours to complete and prepares them for a successful career. Once they have completed the assigned training modules, they will undergo an assessment that will help us evaluate their understanding of the concepts related to US healthcare and the revenue cycle industry.

All candidates must clear the assessment successfully by securing the required qualifying marks. They may take this assessment no more than two times.

## 6. Salary Discussion

After completing the Access Healthcare recruitment process, our recruitment team will contact the candidate to understand salary expectations and career aspirations. Based on the discussion and Access Healthcare compensation benchmarks, Access Healthcare's recruitment team will decide on releasing an offer letter.

## 7. Collect the offer letter

The application will notify the candidate if they meet all qualifying criteria and send an online offer letter. They can accept the offer on the App itself. We send out email and App notifications on the issue of the offer letter.

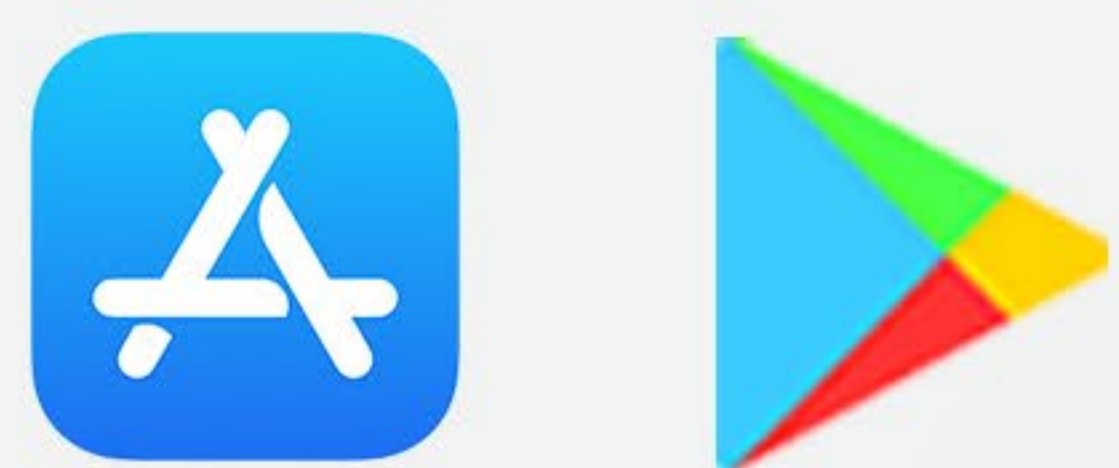
The above processes complete the hiring cycle, and the candidate can now work for Access Healthcare. Our team will inform them about the joining date

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# “Access Healthcare Jobs”



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