

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**:

HEALTH RECORDS CLERK (HTAC/HRT 1) - 1 position vacant

(Salary range \$1,792,163 - \$2,130,319 per annum plus any allowance (s) attached to the post)

Job Summary

The Health Records Clerk under the supervision of the Health Records Technician, has the responsibility for organizing, implementing, controlling and maintaining the patient information system for the provision of optimum patient care.

Qualification and Experience

- Four (4) CXC/GCE subjects at the ordinary level including English Language, Biology and Mathematics

Plus

Two (2) years' experience at a clerical level within a public sector organization

Specific Knowledge, Skills and Competencies

- Good knowledge of the methods, procedures, practices, rules and regulations related of health data collection.
- Good knowledge of Computer Applications.
- Ability to analyze statistical reports and make recommendations
- Good interpersonal communication skills
- Good conflict resolution skills
- Excellent time management skills
- Excellent customer service skills

Key Responsibilities will include:

- Checking the master index, casualty registration index and Patient Administration System to see if patient has been seen previously at hospital before assigning a medical record number.
- At the beginning of each shift, collects all records from the Emergency desk to complete examination and confirmation on the patient administration system for hospital monthly statistical report.
- Assembling records after registration of patients.
- Educating patients on the importance of keeping their appointment date and taking the appointment card when returning to the clinic.
- Preparing for the clinic by ensuring that all health records for patients to attend on a particular date be retrieved before the date of the clinic.
- Ensuring the registration of patients both manually and electronically.
- Collating of the Jamaica Injury Surveillance System (JISS) data and all related incidents or accidents.
- Ensuring that out guides are placed in the file for each record retrieved.
- Filing laboratory and x-ray results in the appropriate health records and adds continuation sheets to records if needed the day before clinic.
- Ensuring that all the health records needed for the clinic are found before the day of the clinic.

- Completing an inventory for all the records retrieved for the clinic and places a check mark beside the records that are found.
- Maintaining of appointment systems.
- Maintaining of all methods, systems and policies which enhances efficient running of the Department.
- Monitoring EHR ward view daily and ascertain admission and discharge date, diagnosis and discharge outcome for all patients admitted to the firm.

REGISTRATION - Operates on a Shift System (7am - 3pm; 2pm - 10pm; 10pm - 7am)

- Ensuring that there is proper management of the following duties:
- Patients are registered on the Patient Administration System (EHR/PAS) by ascertaining their demographic information.
- Demographic information updated for returning patients.
- Records are requested for returning patients from the File Room.
- Confirming on the EHR/PAS after records are sent back to the Registration area to indicate if treatment is complete, patient absconded, patient died etc.

CLINICS - OUTPATIENTS

Ensuring there is proper management of the following duties:

- Registers patients with appointments
- Gives appointment dates
- Updates appointment books

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Maintenance of confidentiality of patient records
- Working on weekends when necessary
- Climbing to retrieve patient records
- Possible dust hazard

Applications along with resume should be sent **no later than July 18, 2025** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.