



Southern Regional Health Authority

PERCY JUNOR HOSPITAL

Compassion | Accountability | Respect | Efficiency

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 **PERCY JUNOR HOSPITAL**:

HEALTH RECORDS CLERK (HTAC/HRT 1) NOT VACANT

(Salary range \$1,792,163 - \$2,130,319 per annum and any applicable allowances)

Job Summary:

The Health Records Clerk, under the supervision of the Health Records Administrator, is responsible for organizing, implementing, controlling, and maintaining the patient information system to provide optimum patient care.

Minimum Required Education and Experience:

- Four (4) CXC/GCE subjects at the ordinary level, including English Language, Biology, and Mathematics
- Two (2) years' experience at a clerical level within a public sector organization

Required Knowledge, Skills & Competencies:

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

Key responsibilities will include:

Technical/Professional

- 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.
- Collecting 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 before referring patients to
- 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 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.
- Preparing numbers to be issued to patients on arrival at the clinic so as to maintain order in the waiting area.
- Maintaining of appointment systems
- Maintaining all methods, systems, and policies that enhance the efficient running of the Department

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 **JANUARY 30, 2026** to:

Assistant Human Resource Officer
Percy Junor Hospital
Spalding P.O.,
Clarendon

E-Mail - percyjunorjobs@gmail.com

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

**PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE
POSITION FOR WHICH YOU ARE APPLYING FOR****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.