

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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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 in the **MANCHESTER HEALTH SERVICES**:

HEALTH RECORDS CLERK (HTAC/HRT 1) -Vacant

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

Job Summary:

Under the supervision of the Health Records Technician and the technical supervision of the Parish Health Records Administrator the incumbent will have the responsibility for organizing, implementing, controlling and maintaining the patient information system for the provision of optimum patient care.

Qualification and Experience

- Four (4) 'O' Level/CXC subjects; including passes in English Language, Biology and Mathematics
- Clerical and/or computer experience is an asset

Key Responsibilities includes:

- Protects the security of the health records to ensure confidentiality is maintained.
- Develops and maintains efficient and accurate filing and retrieval of health records.
- Tracks and follow-up missing records.
- Reviews records for completeness, accuracy and compliance with regulations.
- Files laboratory/ other investigation reports and referral forms in patient/client health record.
- Develops and ensures that the standardized numerical filing system of health record.
- Maintains the master patient index files.
- Compiles and submits Monthly Clinic Summary Reports, Sentinel, STD Syndrome and other reports.
- Maintains the appointment system for the various clinics held.
- Maintains the Primary Health Care Register for the health records department manually and electronically.
- Responsible for educating other members of the health team on the importance of health records, with a clear definition of health records duties.
- Assists with the smooth running of the clinics; directing patients, developing a system whereby the records are transferred from the filing area to the clinic area.
- Responsible for the acquisition and monitoring of health records stationery/equipment.
- Completes the list for the PATH programme.
- Collection and compilation of data for clinical activities done are to be recorded daily on the specific tally sheets.
- Retrieve health records to facilitate researches by authorized users/personnel.

Specific Knowledge and Required Skills:

- 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

Applications along with resume should be sent **via email** no later than Thursday June 04, 2026
to:

Senior Human Resource Officer
Manchester Health Department
5-7 Ward Avenue,
Mandeville Manchester
E-Mail - manchesterhealthjobs@gmail.com

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

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE NAME OF THE POSITION TO WHICH YOU ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.