

# 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](http://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 TECHNICIAN (HTAC/HRT 2) 2 Vacant Positions**

(Salary range \$ 2,795,163 - \$ 3,322,571 per annum plus any allowance (s) attached to the post)

### **Job Summary**

Under the direct supervision of the Health Records Administrator, the incumbent has the responsibility to perform health records services in secondary health care facilities in one of the main areas of the Health Records Department: Medico-Legal, File Room, Statistics, Medical Data, Classification (Coding), Wards, Death Registry, Registration, Accident & Emergency, Outpatients, Admission, Discharge.

### **Qualification and Experience**

- Associate Science Degree in Health Information Technology or Certificates in Health Records and Statistics Level 11 and Level I
  - Three (3) years full-time progressive experience in work related to the preparation and maintenance of health records and health statistics. One of which should be at supervisory level.
- or**
- Any equivalent combination of education and experience.
  - Certificate in Supervisory Management

### **Specific Knowledge and Required Skills**

- Ability to analyze statistical reports and make recommendations
- Skills in Interpersonal Communication
- Skills in Conflict Resolution
- Ability to direct the activities of personnel and local programmes
- Skills in Human Resource Management
- Knowledge of Health Information Management
- Knowledge of Health Information Systems
- Knowledge of the methods, procedures, practices, rules and regulation related of health data collection
- Knowledge of Medical Terminology
- Excellent Oral and Written communication
- Excellent Teamwork & Cooperation
- Excellent Customer Focus & Quality Focus
- Excellent Integrity & Ethics
- Emotionally Intelligent
- Knowledge of Information, Communication & Technology

### **Key Responsibilities will include:**

#### ***Technical/Professional***

- Collecting Daily inpatient Census and ensure information is correct
- Ensuring all admission and discharge patients name are entered on census
- Checking names of patients transferred or admitted but not entered in Register.
- Checking the records of all discharge patients to ensure all are entered on the census

- Transcribing information from Daily Inpatient Census on daily summary (Tally) Sheet
- Summarizing all information and enter same on HMSR forms.
- Collecting all discharge patient files after the Quantitative and Qualitative analysis is completed.
- Preparing discharge activity control list
- Using ICD coding manuals to assign an internationally accepted code to both diagnosis and procedures
- Writing codes in the provided section of patient's record
- Completing Medical Case Abstract Form indicating diagnosis, procedures, assigned codes, record number and admission and discharge dates.
- Collecting completed application forms from Police Officer
- Locating relevant patient's record
- Issuing form to the Police Officer and ensure signature is received and ID presented.
- Collecting letters of request from patients, Attorneys, Insurance Companies, Court, Immigration Bodies or High Commissions and other authorize agents.
- Ensuring that patient's signs consent for release of information to requesting body.
- Completing death register.
- Notifying Pathologist of post mortems to be conducted.
- Ensuring completion of authorized forms for release and disposal of bodies.
- Ensuring the proper and timely completion of the Medical Certificate of Cause of Death Form from the Medical Officer.
- Developing and maintaining an efficient and accurate standardized filing system for filing and retrieval of medical records.
- Protecting the security of the health records to ensure confidentiality is maintained
- Ensuring files are protected.
- Completing inpatient census and head count of each patient admitted on the wards.
- Assisting the clinicians by ensuring the proper maintenance of health records for inpatients.

#### **Special Conditions Associated with the Job:**

- May require the movement of items weighing up to 15kg with and without the use of mechanical aids;
- High levels of concentration required to ensure reliable results/service and safe product to clients;
- Daily exposure in a controlled environment to contained and uncontained blood samples/donations, potentially infected material and contaminated equipment;
- Daily exposure to low temperatures, working with refrigerators or walk-in cold rooms;
- The handling of hazardous chemicals and materials;
- Appropriate inactivation, storage and or disposal of infectious blood or tissue materials;
- Required to be on stand-by for emergency duties and to work beyond normal working hours, whenever the need arises.

Applications along with resume should be sent **no later than February 20, 2026** to:

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

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

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.**

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