



SOUTHERN REGIONAL HEALTH AUTHORITY

Compassion | Accountability | Respect | Efficiency



The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health 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:

HEALTH RECORDS TECHNICIAN (HTAC/HRT 2) MANDEVILLE REGIONAL HOSPITAL

Job Summary

Under the direction of the Health Records Administrator, the Health Records Technician will be responsible to manage and operate the overall health records system for acquiring, analyzing, storing and retrieving detailed health records, consistent with the medical, administrative, ethical and legal requirements in the facility. Provide and maintain an efficient method of collecting, processing and presenting information to support the health care delivery system.

Qualifications and Experience

- Associate Degree in Health Information Technology
Or
Certificate in Health Records and Statistics Level 11
Or
Any equivalent combination of education and experience
- Three (3) years working experience relating to the preparation and maintenance of health records and health statistics.
- Good knowledge of Computerized (software) Applications.
- Sound Communication skills.

Required Knowledge and Skills

- Knowledge of Health Information Systems and Medical Terminologies
- Knowledge of the methods, procedures, practices, rules and regulation related to health data collection
- Ability to analyze Statistical Reports and make recommendations
- Working Knowledge Of Mechanical And Electronic Techniques For Processing Health Data
- Skills in Time Management
- Skills in conflict resolution and interpersonal communication

Key Responsibilities will include:

- Securing the Health Records and ensure that confidentiality is maintained.
- Collecting Daily Inpatient Census and ensure that information is accurate.
- Where a discrepancy exists, comparing the census with the ward admission books to locate errors.
- Transcribing information from Daily Inpatient Census on daily summary.
- Totalling and balance Tally sheet at the end of the month.
- Compiling relevant information from the Ward registers, Operating Theatre Registers, Death Registers, Casualty Registers, Casualty Screening Book, Casualty Treatment and Dressing Registers among others.
- Collecting all discharged patent files after the Quantitative and Qualitative analysis is completed.
- Preparing Discharge activity control list.
- Writing codes in the provided section of patient's record.

*Applications along with resume should be sent no later than **October 05, 2018** to:*

Personnel Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville.
Email; nickesha.powell@srha.gov.jm

FAX (876) 625-8493

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED