



Southern Regional Health Authority

Clarendon Health Department

Compassion | Accountability | Respect | Efficiency

1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI

Tel: (876)986-4548/ 828-1894

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 **LIONEL TOWN HOSPITAL**:

HEALTH RECORDS ADMINISTRATOR (HPC/HR 1)- Vacant- READVERTISED
(salary range \$3,759,184 - \$4,468,488 per annum and any allowance (s) attached to the post)

Job Summary

Reporting to the Senior Medical Officer, the incumbent has responsibility for planning, organizing, coordinating, directing and controlling the patient's information system to ensure optimum patient care within the framework of the hospital's priorities and objectives.

Qualifications and Experience:

- Bachelor's Degree in Health Information Management or equivalent
- Training in Supervisory Management
- **Plus**
- At least five (5) years' experience in Health Records, two (2) of which should be at supervisory level

Specific Knowledge and Skills Required:

- Knowledge of Health Information Systems & Management - including the Electronic Patient Administration System (ePAS)
- Knowledge of the methods, procedures, practices, rules and regulations related to health data collection
- Knowledge in Medical Terminologies
- Ability to analyze statistical reports and make recommendations
- Skills in human resource management
- Good interpersonal relationship skills
- Excellent time management skills

Key responsibilities will include:

- Planning, organizing, directing and controlling the functions of the health records department, so as to attain institutional goals and meet standards set by the Ministry of Health and Wellness.
- Supervising the daily activities of the different departmental areas and staff engaged in all aspects of health record keeping.
- Managing in a creative, efficient and cost-effective manner, the activities of the health records department in accordance with established policies, priorities and

regulations of Southern Regional Health Authority and Ministry of Health and Wellness.

- Ensuring the timely and consistent flow of statistical information to the relevant personnel.
- Maintaining quality control by periodical or routine inspection of work completed by the health records staff.
- Monitoring and evaluating methods of control to maintain confidentiality and safeguard against any unauthorized access to or disclosure of information from patients record.

Applications along with resume should be sent no later than **Monday, August 05, 2024** to:

**Senior Human Resource Officer
Clarendon Health Department
1-3 Jackson Street
Denbigh, Clarendon
E-Mail: lthjobs365@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