

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 at the **BLACK RIVER HOSPITAL**:

HEALTH RECORDS CLERK (HTAC/HRT 1)

(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, has the responsibility for organizing, implementing, controlling and maintaining the patient information system for the provision of optimum patient care.

Minimum Required Education and Experience:

- Four (4) CXC/GCE subjects at the ordinary level including English Language, Biology and Mathematics

Plus

- 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 of 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 the Cashier.
- 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 of all methods, systems and policies which enhances 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 August 08, 2024** to:

*The Assistant Human Resource Officer
Black River Hospital
45 High Street, Black River, St. Elizabeth
Tell: (876) 965-9294
E-Mail - brhjobs00@gmail.com*

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.

IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL*