

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

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 CLERK (HTAC/HRT 1)

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

Job Summary

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

Qualification and Experience

- Four (4) CXC/GCE subjects at the ordinary level including English Language, Biology and Mathematics;
- Clerical and/or computer experience an asset.

Specific Knowledge and Required Skills

- Knowledge of Health Information Management
- Knowledge of Health Information Systems
- Knowledge of Health Services Management
- Knowledge of Methods, procedures, practices, rules and regulation related of health data collection
- Knowledge of Medical Terminologies
- Knowledge of Current Trends in The Health Care Delivery Systems
- Knowledge of the Data Protection Act 2020
- Knowledge of Health Records Services Policies and Procedures
- Knowledge of Health Records Storage & Retrieval Systems
- Knowledge of Medico Legal Systems
- Knowledge of Electronic Techniques for Processing Health Data
- Good Oral and Written communication skills
- Excellent Teamwork & Cooperation skills
- Excellent Customer Focus & Quality Focus skills
- Excellent Integrity & Ethics
- Emotionally Intelligent
- Knowledge of Information, Communication & Technology

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.

- 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 the registration of patients both manually and electronically.
- Collating of the Jamaica Injury Surveillance System (JISS) data and all related incidents or accidents.
- 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 adding 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.
- Maintaining the appointment systems.

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 September 04, 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

****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**