



Southern Regional Health Authority
Clarendon Health Department
Compassion | Accountability | Respect | Efficiency
1-3 Jackson Street, Denbigh, Clarendon, Jamaica WI
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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 **CLARENDON HEALTH DEPARTMENT**:

HEALTH RECORDS CLERK (HTAC/HRT 1)-Temporary
(Salary range \$1,792,163 - \$2,130,319 per annum and any applicable allowances)

Job Summary:

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

Qualifications and Experience:

- Four (4) 'O' Level/CXC subjects; including passes in English Language, Mathematics & Biology
- Clerical and/or computer experience is an asset

Specific Knowledge and Required Skills:

- Good knowledge of the methods, procedures, practices, rules and regulations related of health data collection
- Good knowledge of Computer Applications
- Ability to analyse statistical reports and make recommendations
- Good interpersonal communication skills
- Good conflict resolution skills
- Excellent time management skills
- Excellent customer service skills

Key responsibilities include:

- Protecting the security of the health records to ensure confidentiality is maintained.
- Developing and maintaining efficient and accurate filing and retrieval of health records.
- Tracking and follow-up missing records.
- Reviewing records for completeness, accuracy and compliance with regulations.
- Filing laboratory/ other investigation reports and referral forms in patient/client health record.
- Developing and ensuring that the standardized numerical filing system of health record.
- Maintaining the master patient index files.
- Compiling and submitting Monthly Clinic Summary Reports, Sentinel, STD Syndrome and other reports.
- Maintaining the appointment system for the various clinics held. Maintaining the Primary Health Care Register for the health records department manually and electronically.
- Educating other members of the health team on the importance of health records, with a clear definition of health records duties.
- Assisting with the smooth running of the clinics; directing patients, developing a system whereby the records are transferred from the filing area to the clinic area.
- Responsible for the acquisition and monitoring of health records stationery/equipment.
- Completing the list for the PATH programme.

- Collecting and compiling of data for clinical activities done are to be recorded daily on the specific tally sheets.
- Retrieving health records to facilitate researches by authorized users/personnel.

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 **Monday, October 14, 2024** to:

**The Senior Human Resource Officer
Clarendon Health Department
1-3 Jackson Street
Denbigh, Clarendon
E-Mail - chdhrjobs@gmail.com**

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

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

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED.