



NORTH-EAST REGIONAL HEALTH AUTHORITY RECORDS OFFICER 1 (PIDG/RIM 2)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Annotto Bay Hospital and Portland Health Department (Buff Bay)**:

Records Officer 1 (PIDG/RIM 2 – Band 4) - VACANT
(Salary range \$1,711,060 – 2,301,186 per annum)

Summary

Reporting to the Manager, Physiotherapy Services, the ideal candidate must meet the following minimum:

Minimum Required Qualification and Experience:

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- Certificate / Diploma in Business Administration or equivalent would be an asset
- Competence in Microsoft Office Suite
- A minimum of two (2) years' working experience

Specific Knowledge, Skills & Abilities:

- Sound knowledge of material control inclusive of verifying, recording and marking of raw data
- Sound knowledge of preparing and maintaining records
- Working knowledge of standard office procedures

Key responsibilities will include but not limited:

- Compilation, processing and maintenance of the health records in a manner consistent with the medical administrative, ethical, legal and regulatory requirements
- Providing secretarial support services to the department assigned
- Maintain a filing system for the department to facilitate easy retrieval of documents
- Compute statistical data such as new and returning patients, treatment sessions and units
- Prepare folders and maintains good records of new, returning and discharged patients
- Retrieve all patients' notes for appointments
- Make appointment for patients

Applications accompanied by resume should be submitted no later than **Friday, 2026 June 05** to:

Director, Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm

PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED