



NORTH-EAST REGIONAL HEALTH AUTHORITY HEALTH RECORDS CLERK (HTAC/HRT 1)

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 **St. Ann Health Department**:

Health Records Clerk (HTAC/HRT 1 – Level 5) - VACANT
(Salary range \$1,792,163 – 2,130,319 per annum)

Summary

The incumbent will be responsible for to compile, process and maintain the health records in a manner consistent with medical administrative, ethical, legal and regulatory requirements of the health care facility.

Minimum Required Qualification and Experience:

- Five (5) CXC/GCE subjects at the ordinary level (O'level) are required including English Language, Mathematics and Biology (preferably Human and Social Biology).
- Diploma in Computer applications inclusive of word processing and spreadsheet applications
- A minimum of two (2) years' working experience.

Specific Knowledge, Skills & Abilities:

- Sound knowledge of policies and practices involved in health records science
- Health Records Service Manual
- Medical Records Manual –: Guide for Developing Countries
- Jamaica Medical Records Code of Ethics
- Monthly Clinic Statistical Report (MCSR) Manual
- Staff Order

Key responsibilities will include but not limited:

- Protect the security of the health records, ensuring that confidentiality is maintained
- Gathering of demographic, geographic and health related data and history from all new patients upon registration, asking all the prompt questions on the form
- Preparing patient service record for the appropriate clinic
- Entering of patient's particular in Daily Register log book to facilitate tally of all registered patients
- Entering of data on the sentinel forms for each registration
- Entering of patient record particulars for retrieved records in the record request log book
- Register all patients for the various clinics
- Ensure that all health records are assigned to clinic locations
- Retrieve all health records for appointment
- Communicate with patient/client as the need arise in relation to their appointment
- Ensure good health record keeping is maintained
- Ensure proper maintenance of all health records

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