

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 and Wellness, with responsibility for the management and operation of public health services within the parishes of St. Ann, St. Mary, and Portland is seeking a dynamic, proactive and experienced individual to fill the position of **Records Officer 1** at the **Portland Health Department**.

Reporting to the **Treatment Care & Support Officer** the incumbent Responsible for the compilation, processing and maintenance of the health records in a manner consistent with the medical administrative, ethical, legal and regulatory requirements of the health care facility

Qualifications:

- Minimum five (5) subjects at CXC/GCE O' Level inclusive of English Language and Mathematics.
- A minimum of two (2) years' working experience in administration

Required Skills and Specialized Techniques:

- Ability to communicate effectively both verbally and written
- PC operating skills with excellent working knowledge of Microsoft Office Suite
- Good time management skills
- Good customer service skills
- Excellent interpersonal skills

Key Responsibilities will include (but not limited to):

- Collect all laboratory reports related to clients from Health Center Lab
- Update reports and other relevant client information in the database in a timely manner
- Submit updated results to Medical Records Department for entry in Medical Records
- Collect Medical Records from Health Care Workers for update of information from each visit
- File results in a systematic manner for easy retrieval
- Attend all applicable training workshops geared towards database and data entry improvement
- Periodically generate reports from the database as these become due
- Assist in the compilation of reports for the HIV/STI Programme
- Assist in the compilation of presentations of the HIV/STI data for sharing at meetings
- Assist in the preparation for HIV/STI programme audits

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 1,711,060 – 2,301,186 per annum

Applications along with detailed resume should be sent no later than **Friday, 2025 September 19** to:

**The 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 or Fax: (876) 795-2747**