



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, 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 position of **Health Records Clerk** at the **Port Maria Hospital**:

The incumbent will be responsible for the compilation of medical statistical data, such as diagnoses, treatments, births and deaths:

Qualification and Experience will include:

- Four (4) CXC/GCE subjects at the ordinary level (O'level) are required including English Language, Mathematics and a Science subject (preferably Human and Social Biology).
- Diploma in Computer applications inclusive of word processing and spreadsheet applications
- A minimum of two (2) years' experience in related field.

Specific Knowledge Required:

- Sound knowledge of policies and practices involved in health records science
- Health Records Service Manual
- Medical Records Manual – :Guide for Developing Countries
- Release of Client Information
- Linkage System Manual
- Jamaica Medical Records Code of Ethics
- Monthly Clinic Statistical Report (MCSR) Manual
- Staff Order
- North East Regional Health Authority Policy and Procedure Manual

Responsibilities will include but not limited to:

- Compiles statistics from source data such as personnel records, surveys and questionnaires to ensure completion of the MCSR, HMSR, CMR, EPI and Immunization report.
- Computes statistical data such as admissions, discharges, deaths, births, and types of treatment given.
- Prepares folders and maintains records of newly admitted patients.
- Assembles and classifies statistics, following prescribed procedures.
- Operates the computer to enter and retrieve data and prepare correspondence and reports.
- Prepares reports and graphs to show comparisons or survey results of statistical information obtained.

Applications along with detailed resume should be sent no later than **Friday, 2023 March 28** 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
Fax: (876) 795 – 2747**

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.