Applications will be acknowledged.

NB. WE THANK ALL APPLICANTS FOR RESPONSING however, ONLY SHORT LISTED APPLICANTS SHOULDN'T READ THIS FURTHER.

E-mail: jobs@health.gov.lm
Fax: (876) 795-2747
Office Rm Sr An
34-85 Ocean Village Shopping Centre.
North-East Regional Health Authority.
The Director, FRM R

Application along with resume should be sent no later than Friday, 20th June 12:

Salary Scale: $1,797.612 – $1,661.321 per annum and with any other allowance(s) attached to the post

REQUIREMENTS PACKAGE PER ANNUUM:

8. Accessing staff conferences/workshops as required.
7. Maintaining and evaluating methods of control to maintain confidentiality and safeguard against any unauthorised access to or disclosure of information from patient record.
6. Maintaining quality control by producing and reviewing inspection of work completed by the health records clerks.
5. Ensuring the timely and consistent flow of patient information to the senior medical officer.
4. Managing in a careful, efficient and cost-effective manner the activities of the health records department, so as to prevent annual programme and operational plans.
3. Maintaining the security of the different departmental areas and staff engaged in all aspects of health record keeping.
2. Supervising the daily activities of the different departmental areas and staff engaged in all aspects of health records department.
1. Planning, organizing, directing and controlling the functions of the health records department. so as to

Responsibilities Include:

- Good interpersonal skills.
- Skills in human resource management.
- Ability to analyze statistical reports and make recommendations.
- Knowledge of medical procedures, practices, rules and regulations related to health data.

Requirements:

- Computer literacy with MS Office.
- Knowledge of health information systems & management, including the Electronic Patient Record.
- At least five (5) years experience in health records, two (2) of which should be at supervisory level.
- Bachelor of Science Degree in Health Information Management or equivalent.

Administrative (HPC/HR 2) at the Sr An’s Day Regional Hospital.

The North-East Regional Health Authority (HPC/HR 2)

HEALTH RECORDS ADMINISTRATOR (HPC/HR 2)

NORTH-EAST REGIONAL HEALTH AUTHORITY