



NORTH-EAST REGIONAL HEALTH AUTHORITY
HEALTH RECORDS TECHNICIAN 1 (HTAC/HRT 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 **Health Records Technician** for Hospitals and Health Departments in **St. Ann, St. Mary and Portland**.

Reporting to the Health Records Administrator, the ideal candidate must meet the following minimum:

Qualifications:

- Associate Science Degree in Health Information Technology or Certificate in Health Records and Statistics Level II
- At least three (3) years full-time progressive experience in work related to the preparation and maintenance of health records and health statistics. One of which should be at supervisory level.

Required Skills and Specialized Techniques:

- Ability to analyze statistical reports and make recommendations
- Skills in Interpersonal Communication
- Skills in Conflict Resolution
- Ability to direct the activities of personnel and local programmes
- Skills in Human Resource Management
- Ability to communicate effectively both orally and in writing
- PC operating skills with excellent working knowledge of Microsoft Office Suite
- Good time management skills

Key Responsibilities will include (but not limited to):

- Protect the security of the health records to ensure confidentiality is maintained
- Develop and maintain efficient and accurate filing and retrieval of health records
- Track and follow-up missing records
- Review records for completeness, accuracy and compliance with regulations (manual & electronic system)
- File laboratory/ other investigation reports and referral forms in patient/client health record
- Develop and ensure that the standardized numerical filing system of health record
- Maintain the master patient index files
- Compile and submit monthly clinic summary reports, sentinel, sexually transmitted disease syndrome and other reports
- Purging and disposal of patients' records according to Ministry of Health (MOH) standards
- Auditing of health information system
- Maintain the appointment system
- Maintain the primary health care register
- Responsible for educating other members of the health team on the importance of health records, with a clear definition of health records duties
- Responsible for the acquisition and monitoring of health records stationery/equipment
- Orientate and supervise health records clerk
- Verify list for the path programme
- Facilitate research

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$ 2,795,163 – 3,322,571 per annum

Applications along with detailed resume should be sent no later than **Wednesday, 2024 November 27** 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

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