

**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

ADVERTISEMENT

Applications are invited from qualified persons for the position of:

HEALTH RECORDS TECHNICIAN (HTAC/HRT2)

FALMOUTH PUBLIC GENERAL HOSPITAL

The Western Regional Health Authority (a Statutory Body under the Ministry of Health) is currently seeking to employ a *Health Records Technician* for the *Falmouth Public General Hospital*. Reporting to the Hospital Health Records Administrator, the incumbent will be expected to:

- Collect and compile statistical data relevant to completing the Hospital Monthly Statistical Report (HMSR) for the Ministry of Health's Planning and Evaluation Unit.
- Review each discharged patients' records received from the ward to ensure that the basic components are present.
- Process all request for Police Certificates/Medical Reports.
- Monitor the completion of Death Certificates by the attending Physician.
- Distribute the Hospital Monthly Statistical Report (HMSR).
- Schedule post-mortem examination and ensure that the next of kin signs the consent forms.
- Maintain the death register and make arrangements for indigent burial.
- Process data to determine mortality and morbidity rate using ICD-10 coding rules.

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- Knowledge of Health Information Management.
- Knowledge of medical terminology.
- Knowledge of computer application.
- Excellent interpersonal and listening skills.
- Excellent report writing skills.

QUALIFICATION & EXPERIENCE:

- Associate Degree in Health Information Technology.
- Minimum two (2) years experience.

Applications with detailed resumes should be submitted by **July 14, 2017** to:

The Director
Human Resource and Industrial Relations
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
P O Box 900
St. James
Or e-mail: jobs@wrha.gov.jm

NB: ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

