



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Medical Records Officer
DEPARTMENT: Primary Health Care Department
MINISTRY: Ministry of Health and Human Services
LOCATION: North Caicos

JOB SUMMARY:

To process and maintain medical file records so that they are in good order, accurate and up to date.

TASKS AND RESPONSIBILITIES:

1. Organize and manage patients' files and ensure that all records are included for completeness.
2. Deliver and retrieve patient charts from clinics sessions when required.
3. Establish and maintain files and records on an ongoing basis.
4. Answer telephone and give routine information to the nurse-in-charge.
5. Prepare medical reports and computer print-out.
6. Store outdated records on a periodic basis following clearly defined procedures and guidelines.
7. File patient records and recommend means of storing outdated records.
8. Maintain confidentiality of information contained in patient's file and guide against misuse of information contained therein.
9. Scan permanent files on a regular basis for misfiles to ensure accuracy.
10. Assist in care and maintenance of department equipment and supplies.
11. Participate in educational programs and in-service meetings.
12. Liaise with the Ministry of Health for update on requirements on medical records.
13. Receive payment from patients for medical services
14. Record monies received on the prescribed form and deposit in government Treasury daily.
15. Assemble patient records of arrears of payment for services.
16. Register clients on the Migrant Health Evaluation system (MHE) and the Electronic Immunization Registry (EIR)
17. Reviews submission from companies and clinics for processing on the Migrant Health Evaluation system.
18. Regularly review the EIR for duplications and the MHE system for completion of medical certificates.
19. Disseminates medical certificates to customers.
20. Adhere to all Public Service codes, rules, and regulations.
21. Perform other related tasks as assigned.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

- Graduate from a high school or equivalent
- At least five (5) Ordinary Level (GCE) or CXC passes including passes in English Language
- A pass in Human and Social Biology would be an asset
- At least one (1) year experience in medical record procedures.

SALARY: Grade 5.1 \$38,691.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

TURKS AND CAICOS ISLANDERS ONLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

