GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Health and Quality of Life
Post: Senior Health Records Clerk
Salary: Rs 18,575 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 (09 41 62)
Effective Date: 08 September 2015
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Health Records Clerk/Higher Health Records Clerk who reckon at least eight years’ service in a substantive capacity in the grade or an aggregate of at least eight years’ service in the grade of Health Records Clerk/Higher Health Records Clerk and/or in the former grades of Higher Health Records Clerk and Medical Records Clerk.

Duties: 1. To be responsible to the Chief Health Records Officer or any other officer designated by him for the following duties –
   (i) supervising and co-ordinating the work carried out in sections/units of the Health Records Department of a hospital or any other health institutions;
   (ii) ensuring that section/s under his responsibility is adequately equipped, in good working condition and always neat and tidy;
   (iii) preparing out-patient clinics;
   (iv) carrying out regular checks of waiting and booked lists;
   (v) keeping a register of dormant case-notes and transferring same to secondary storage areas;
   (vi) processing of medical and other related reports;
   (vii) requesting and despatching medical documents to and from other health institutions;
   (viii) compiling and timely submission of statistical returns/reports;
   (ix) processing police cases and producing patient documentation in Court, whenever required;

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for Senior Chief Executive
Ministry of Civil Service and
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(x) dealing with queries and complaints in relation to medical records service;

(xi) ensuring proper transport arrangement of patients;

(xii) providing on-the-job training in health records systems and procedures to subordinate staff; and

(xiii) ensuring proper customer care.

2. To use ICT in the performance of his duties.

3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Health Records Clerk in the roles ascribed to him.

Note

Senior Health Records Clerks are required to work on a roster-day basis from 07 00 hours to 17 00 hours including Saturdays, Sundays, Public Holidays, officially declared cyclone days and during emergencies.