

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Health Records Clerk
- Salary:** Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –
21,950 x 625 – 23,200 x 775 – 32,500 (09 030 063)
- Effective Date:** 15 November 2017
- Qualifications:**
- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

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.....
for Secretary for Public Service

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Duties:

1. To be responsible to the Head of the Hospital/Division through the Senior Health Records Officer or Health Records Officer in the performance of the following duties –
 - (i) receiving and registering patients and providing patient-related information;
 - (ii) maintaining appropriate registers;
 - (iii) registering police and litigation cases;
 - (iv) keeping indices of patients, diseases, operations and procedures;
 - (v) preparing, initiating and producing health records;
 - (vi) pulling, sorting, filing, purging, repairing and weeding of medical records and ensuring that the medical records library is always neat and tidy;
 - (vii) filing of reports, x-ray films and other related documents in case-notes and ensuring same are complete, neat and tidy;
 - (viii) keeping an appropriate tracing system to control the movement of case-notes;
 - (ix) preparing out-patient clinics;
 - (x) booking appointments of patients;
 - (xi) collecting health statistics data;
 - (xii) collecting and compiling daily ward statements;
 - (xiii) ensuring confidentiality of information including privacy and security during movement of documents;
 - (xiv) ensuring proper customer care; and
 - (xv) arranging transport of patients including the filling of logbook.
2. To assist higher officers of the cadre in the performance of their medical records duties.
3. To use ICT in the performance of his duties.

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4. 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 Health Records Clerk in the roles ascribed to him.

Note

Health Records Clerks will be required to work on shift, covering a 24-hour service including performance of night duty, on Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.



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