

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Wellness
- Post:** Higher Health Records Clerk
- Salary:** Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 39,350 (09 047 072)
- Effective Date:** 24 October 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Health Records Clerk who reckon at least five years' service in a substantive capacity in the grade and who –
- (i) have successfully undergone six months on-the-job training in health records duties; and
 - (ii) possess supervisory, interpersonal and communication skills.
- 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) supervision of the Health Records Section of his posting;
 - (ii) receiving patients and the public and providing information as appropriate;
 - (iii) carrying out duties pertaining to medical records systems and procedures;
 - (iv) ensuring the proper running of out-patient clinics, including registration of patients, preparation of clinics and booking of appointments;
 - (v) pulling, sorting, filing, purging, repairing and weeding of medical records and ensuring that the medical records library is always neat and tidy;
 - (vi) filing of reports, x-ray films and other related documents in case-notes and ensuring same are complete, neat and tidy;

/2...

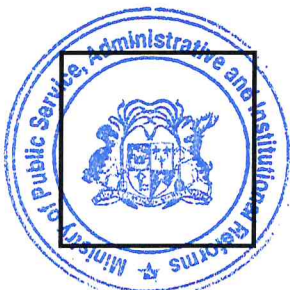
CERTIFIED CORRECT



.....
B. D. Nundloll (Mrs)
for Secretary for Public Service

24 October 2023

Date.....



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

-2-

- (vii) maintaining a waiting list system and booked list of patients for examinations, operations and procedures;
 - (viii) ensuring confidentiality of information including privacy and security during movement of documents;
 - (ix) processing police and litigation cases;
 - (x) tracking of missing case-notes;
 - (xi) carrying out clinical coding of out-patient and in-patient episodes of treatment;
 - (xii) collecting, compiling, updating and submitting returns of statistical data regarding patient care and activity and surveillance of diseases;
 - (xiii) collecting and compiling daily ward statements; and
 - (xiv) ensuring proper customer care.
2. To assist higher officers of the Cadre in the performance of their health records duties.
 3. To use ICT in the performance of his duties.
 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 Higher Health Records Clerk in the roles ascribed to him.

Note

Higher 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, officially declared cyclone days and during emergencies.



CERTIFIED CORRECT

B. D. Nundloll

.....
B. D. Nundloll (Mrs)

for Secretary for Public Service

24 October 2023

Date.....