

GOVERNMENT OF MAURITIUS

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

**Ministry:** Health and Wellness

**Post:** Senior Health Records Clerk

**Salary:** Rs 22,625 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 –  
37,450 x 950 – 42,200 (09 049 075)

**Effective Date:** 24 October 2023

**Qualifications:**

A. By promotion, on the basis of experience and merit, of officers in the grade of Higher Health Records Clerk who reckon at least five years' service in a substantive capacity in the grade.

B. Candidates should possess –

(i) organising and supervisory skills; and

(ii) good 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) supervising and coordinating the work carried out in sections/units of the Health Records Department of a hospital or any other health institution;

(ii) ensuring that the 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;

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**CERTIFIED CORRECT**

*B. D. Nundloll*

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

**24 October 2023**

**Date**.....

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-2-

- (vii) requesting and despatching of 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;
  - (x) dealing with queries and complaints in relation to medical records service;
  - (xi) providing on-the-job training in health records systems and procedures to subordinate staff; and
  - (xii) 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.



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