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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry : Health
Reskyled Principal Health Records Officer

Post : Assistant Medical Records Organiser *(CEO 2008 Pg 1160)*

Salary : Rs 9,300 x 300 - 9,500 x 400 - 10,400 (EMR 5)

Effective Date : 18th October, 1995

Qualifications : By promotion of Medical Records Officers who reckon at least four years service in a substantive capacity in the grade and possess

- (i) the Associate Membership of the Institute of Health Record Information and Management;
- (ii) good administrative and organising skills;
- (iii) good communication skills; and
- (iv) leadership qualities.

Duties :

1. To assist the Medical Records Organiser in the performance of his duties.
2. To supervise and coordinate the work of the Medical Records Staff posted in hospitals and the various health institutions.
3. To organise and implement training programmes including theoretical and practical training in medical records procedures and disease classification for Medical Records Staff
4. To compile hospital statistics.

12.

CERTIFIED CORRECT

M. C.

for Permanent Secretary

18 OCT 1995

Date.....



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5. To liaise with the Chief Stores Officer so as to ensure that all hospitals, Area Health Centres and Health Centres are adequately supplied with materials including books, registers and forms in connection with medical records.
6. To furnish regular reports to the Medical Records Organiser on work performed.
7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

M. C.

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for Permanent Secretary

18 OCT 1995

Date.....

