GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Health)

Post: Health Records Officer

Salary: Rs 21,475 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (09 048 070)

Effective Date: 29 August 2018

Qualifications:
A. By selection from among serving officers of the Health Records Cadre who possess a Certificate in Health Records Management or Health Information Management from a recognised institution or a Certificate from the Institute of Health Records and Information Management (IHRIM) and who are recognised as a Certificated Member or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should possess –
   (i) organising and supervisory skills; and
   (ii) interpersonal and communication skills.

Duties:
1. To be responsible to the Health Director through the Hospital Administrator for –
   (i) supervising of the health records department and providing appropriate coverage of health service points;
   (ii) ensuring that health personnel adhere to medical records systems and confidentiality requirements;
   (iii) processing correspondence;
   (iv) preparing duty rosters for health records staff;
   (v) providing on-the-job training to health records staff;
   (vi) compiling and analysing health data and submitting reports;
   (vii) ensuring the safe custody of patient documentation and related data;

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N. AUCHOYBUR (Mrs)
for Secretary for Public Service

29 August 2018
Date.................................................
GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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(viii) effecting quality control of clinical coding and all registers kept by
the health records department;

(ix) ensuring adequacy of office equipment and stationery and
maintaining a conducive work environment;

(x) keeping a register of dormant case-notes, arranging for their
transfer to secondary storage areas and their ultimate disposal;

(xi) dealing with complaints related to medical records services; and

(xii) attending court, as and when required.

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
Health Records Officer in the roles ascribed to him.

Note

Health Records Officers may be called upon to work outside normal working
hours, including Saturdays, Sundays and Public Holidays, during emergencies
and on officially declared cyclone days.

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N. Auchenbahr (Mrs)
for Secretary for Public Service

29 August 2018

Date........................................