

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Health)
- Post:** Higher Health Records Clerk
- Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 (09 044 065)
- Effective Date:** 18 December 2018
- Qualifications:**
- A. 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 or an aggregate of at least five years' service in the merged grade of Health Records Clerk/Higher Health Records Clerk and in the grade of Health Records Clerk.
- B. Candidates should –
- (i) have successfully undergone six months on-the-job training in the Health Records work; and
- (ii) possess supervisory, interpersonal and communication skills.
- Duties:**
1. To be responsible to the Health Director through the Health Records Officer or an officer designated by him 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;

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*D. Gowry*  
D. Gowry (Mrs)  
for Secretary for Public Service

18 December 2018

Date.....

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- (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;
  - (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 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.



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**D. Gowry (Mrs)**  
*for Secretary for Public Service*

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