

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

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Senior Health Records Clerk
- Salary:** Rs 18,575 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 (09 41 62)
- Effective Date:** 11 February 2016
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Health Records Clerk/Higher Health Records Clerk who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of at least eight years' service in the grade of Health Records Clerk/Higher Health Records Clerk and/or in the former grades of Higher Health Records Clerk and Medical Records Clerk.
- Duties:**
1. To be responsible to the Health Director through the Health Records Officer or an officer designated by him for the following duties –
    - (i) supervising and co-ordinating the work carried out in sections/units of the Health Records Department of a hospital or any other health institutions;
    - (ii) ensuring that 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;
    - (vii) requesting and despatching medical documents to and from other health institutions;
    - (viii) compiling and timely submission of statistical returns/reports;

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**CERTIFIED CORRECT**

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*8/Neeraj*  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 11 February 2016

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-2-

- (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) ensuring proper transport arrangement of patients;
  - (xii) providing on-the-job training in health records systems and procedures to subordinate staff; and
  - (xiii) 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 and Public Holidays, officially declared cyclone days and during emergencies.



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