

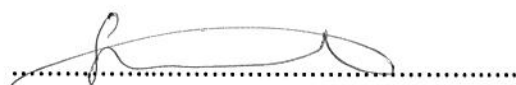
GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- 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:** 31 May 2017
- Qualifications:**
  - A. By selection from among 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. Candidate should possess –
    - (i) organising and supervisory skills; and
    - (ii) interpersonal and communication skills.
- Duties:**
  - 1. To be responsible to the Chief Health Records Officer or any other officer designated by him 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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CERTIFIED CORRECT



*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*



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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 assist the Senior Health Records Officer in the management of the Health Information System of the hospital and its satellite health institutions.
  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 Health Records Officer in the roles ascribed to him according to his posting.

**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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