

MISSIONS OF HOPE INTERNATIONAL JOB DESCRIPTION

Position: Health Records Officer
Reports to: Health Officer in Charge
Supervises: None
Department: Health

OVERALL JOB PURPOSE

The position is responsible for ensuring proper documentation of all health records for effective management of MoHI health centers. The position is also responsible for maintaining patient records and statistics and responding to requests for medical records.

DUTIES AND RESPONSIBILITIES

- Receiving, registering and booking appointment for patients in MOHI health facilities.
- Storing and retrieving medical records and documents
- Gathering patient information by collecting demographic information
- Maintaining master patient index by completing the assigned portion of daily audit trail corrects and communicate problems according to established procedures.
- Initiating a medical record by creating and processing the patient care record folder.
- Maintaining record availability by processing charts into the department; using chart mark-off procedures; facilitating chart location activities.
- Retrieving medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.
- Keeping health care providers informed by communicating availability or unavailability of the record.
- Maintaining quality results by following Health Center standards.
- Maintaining continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
- Maintaining patient confidence by keeping patient records information confidential.
- Serving and protecting the Health Center by adhering to professional standards, MOHI policies and procedures.
- Enhancing medical records and clinic reputation by accepting ownership for accomplishing new and different requests.
- Undertaking other duties commensurate with the classification and scope of the position as required.
- Perform any other duties as may be assigned from time to time by the Supervisor.

Academic and Professional Qualifications & Experience

- Diploma in Health Records and Information Technology
- Two (2) years of relevant work experience
- Valid practicing license
- Experience of working with health insurance will be an added advantage

Competencies/Abilities/Skills Required

- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical skills, attention to details and problem solving skills.
- Strong interpersonal skills and effective team player.
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Effective communication skills and be fluent in oral and written English and Kiswahili.
- Must be a person of unquestionable integrity.
- Strong analytical and report writing skills.
- Attend and participate in the daily devotions.
- Should be able to promote and safeguard the welfare of the children and young people he/she is taking care of.
- Must have a certificate of good conduct.
- Must be willing to live within the school premises.