Vacancies for Post of Health Records Clerk/Higher Health Records Clerk
Ministry of Health and Quality of Life

Applications are invited from qualified candidates who wish to be considered for appointment as Health Records Clerk/Higher Health Records Clerk in the Ministry of Health and Quality of Life.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:

   A. a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

   passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   Note

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations; and

   B. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

   OR

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should be computer literate.
NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. **DUTIES AND SALARY**

1. To be responsible to the Chief Health Records Officer or any other officer designated by him for the following duties-
   
   (i) supervision of the Health Records Section of his posting;
   
   (ii) receiving and registering patients;
   
   (iii) providing information and maintaining appropriate registers;
   
   (iv) registering police and litigation cases;
   
   (v) keeping indices of patients, diseases and operations;
   
   (vi) preparing, initiating, producing and preserving health records;
   
   (vii) retrieving, filing, sorting, weeding, repairing and purging of medical records and ensuring that the medical records library is always neat and tidy;
   
   (viii) filing of reports, x-ray films and other related documents;
   
   (ix) keeping an appropriate tracing system;
   
   (x) preparing out-patient clinics;
   
   (xi) booking appointments of patients;
   
   (xii) maintaining a waiting list system;
   
   (xiii) collecting and compiling health statistics data and keeping appropriate returns;
   
   (xiv) safeguarding confidentiality of patient data;
   
   (xv) arranging transport of patients including the filling of log books;
   
   (xvi) assisting higher officers of the Health Records cadre in the performance of their medical records duties; and
   
   (xvii) 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 Health Records Clerk/Higher Health Records Clerk in the roles ascribed to him.
Note

Health Records Clerks/Higher Health Records Clerks will be required to work on shift, covering a 24-hour service including night duty, Saturdays, Sundays, Public Holidays, officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 12,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 30,575 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/ Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Thursday 30 July 2015.

Date: 17 July 2015

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.