

MANAGER , MEDICAL RECORDS

Applications are invited from appropriately qualified candidates for the position of **Manager, Medical Records**. You are encouraged to inform all who qualify to send in their applications.

Position Summary:

The Manager, Medical Records will be responsible for effective service delivery in the Medical Records Department. S/he is responsible for medical transcription, release of information, record processing/filing, retrieval systems, record completion, regulatory compliance, record / data integrity, record retention and electronic patient health information. S/he is also responsible for employee recruitment, development and management.

Key Responsibilities:

- Manage the daily processes to ensure every aspect of the patient's records is managed as per set standards;
- Ensure correct documentation and identify deficiency in file management – both electronic and manual.
- Develop and support abstracting and coding processes to ensure capture, code and indexing of all in-patient medical and mortality data;
- Develop transcription services to support medical services in the hospital.
- Ensure correct data entry and record maintenance in the service area computers, dispatch books or log books.
- Attend to queries from doctors, patients and other Department staff regarding relevant service;
- Maintain archives of old records and ensure that old documents are disposed according to laid down procedures.
- Ensure that all Policies and Procedures are followed and quality standards maintained.
- Ensure that all medical records are complete, accurate, in order and available to proper users of health care information promptly.
- Works with Risk Management on records that may be involved in litigation.

Requirements:

Applicants for the position should have a Bachelor's or Technical Degree in related field (Computer Science, Information Systems, Health Information Technology) or equivalent work experience / qualifications. A minimum of three (3) years experience supervising Medical Records / Health Information Department and familiarity with electronic medical records is required as well as thorough knowledge pertaining to Health Information Management policies and procedures, as may be applicable internationally.