

Health Records Assistant

Department: Health and Community Services

Division: Non-Clinical Support Services

Reports to: Team Leader

JE Reference: HCS1018

Grade: 4 (AfC: B)

JE Date: 8/3/2021

Job purpose

Responsible for providing an efficient and effective medical records service to the Department. The postholder will be required to carry out a range of duties ensuring that medical records are stored, maintained and retrieved in line with data protection and Caldicott principles.

Clinic area responsibilities are distributed by speciality on a rotational basis

Job specific outcomes

1. Responsible for retrieving and preparing patient medical records for use at clinic appointments and wards throughout the day in line with scheduled timetables.
2. Liaise with the clinic staff ensuring that patients' medical notes are available for the appropriate clinics at the correct time of day
3. Responsible for quality assurance of medical records and ensure all relevant results and correspondence are appropriately highlighted for ease of reference by the clinician.
4. Verify and update patient registration information on both clerical and computer screens to ensure information held is accurate and up to date.
5. Update and promote the use of, the case note tracer on the Patient Administration System (PAS) to maintain accurate details of the location of medical records throughout the Department to reduce the volume of missing/incorrectly traced records.
6. Respond to enquiries from HCS departments on matters concerning medical records in accordance with information legislation.
7. Responsible for updating the PAS following deceased notifications and managing the records to comply with retention policies.
8. Manage non-current medical records, where no hospital attendance has occurred in line with department guidelines for scanning onto electric document management storage to reduce the number of paper files.
9. Ensure that strict confidentiality is maintained at all times when dealing with medical records and computerised data as set out under all relevant information legislation such as Data Protection and Public Records Law as well as upholding the principles of Caldicott.

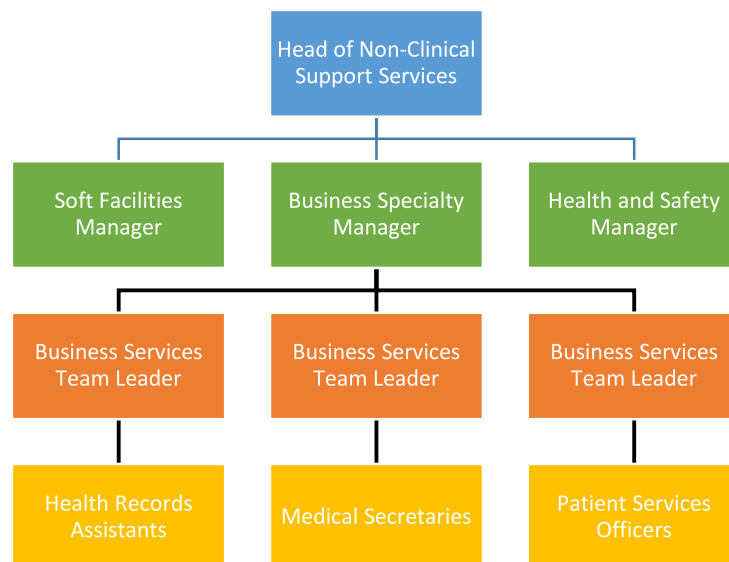
Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to GCSE level with three pass grades or equivalent vocational standard and possess a high degree of numeracy and literacy.	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of administrative systems, office procedure and data in-put.</p> <p>Knowledge of Microsoft office applications and familiarity with other IT software.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	Good level of IT skills and the ability to learn GoJ Systems.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication and inter-personal skills are essential to deal with enquiries at all levels.</p> <p>Excellent administrative and organisational skills.</p> <p>High level of accuracy and attention to detail is essential.</p> <p>The ability to maintain confidentiality and discretion at all times.</p> <p>The ability to work independently using one's own initiative to prioritise a wide range of often conflicting tasks is essential.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism.</i> <i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	Experience of working as part of a team with a minimum of supervision.	Experience of working within an office environment, particularly have undertaken filing
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		