



SHEYWE COMMUNITY HOSPITAL

MUFATE SACCO PLAZA | KAKAMEGA-KISUMU HIGHWAY

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Website: www.sheywehospital.co.ke

MEDICAL RECORDS OFFICER- 1 Position

Reporting to the Medical Records Officer, the successful candidate will assist in undertaking accurate medical records operations in the hospital.

Key Responsibilities

- Undertake all accurate medical records operations.
- Maintenance of historical reference by abstracting and coding clinical data.
- Ensure the availability medical record by routing records to admissions and emergency departments, physicians, and other authorized hospital staff; as per need.
- Prepare statistical reports by collecting and summarizing medical care and census information
- Provide medical record information by answering questions and requests of patients, hospital staff, insurance companies, and government agencies.

Qualifications and Skills

- Diploma in medical records management from a recognized institution.
- Registration with the relevant authority.
- Computer literate; documentation skills and data entry management skills.
- A high appreciation of and demonstration of customer service skills.
- Ability to write clear, concise reports and well-developed communication skills.

How to Apply

If you are up to the challenge, possess the necessary qualification and experience; please send your Cover Letter and CV only to careers@sheywehospital.co.ke quoting the job title on the email Subject. Alternatively; Courier and hand delivered applications can be dropped at our hospital.

NOTE:

- ✓ We do not charge any fee for receiving your CV or for interviewing.

- ✓ Only candidates short-listed for interview will be contacted.
- ✓ Indicate your salary expectation in your application.
- ✓ Applications to reach us [before close of business 20th August 2020](#).

“Sheywe Community Hospital Limited is an equal opportunity employer”