WESTMORELAND PUBLIC HEALTH SERVICES
C/O SAVANNA LA MAR HOSPITAL
BARRACKS ROAD
SAVANNA LA MAR

INTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position of:

HEALTH RECORDS CLERK (HTAC/HRT1)
SAVANNA LA MAR HOSPITAL
Salary: $1,792,163 - $2,130,319 pa.

Westmoreland Public Health Services is currently seeking to employ Health Records Clerks for Savanna La Mar Public General Hospital**.** Under the direct supervision of the Health Records Administrator, the successful candidate is expected to execute the following:

CORE DUTIES

- Collect demographic, geographic and health-related data and history from all new patients upon registration, asking all the prompt questions on the form
- Register all patients for the various clinics and prepare patient service records for the appropriate clinics
- Prepare and dispatch records for patients to be admitted
- Enter patients' particulars in the Daily Register logbook to facilitate a tally of all registered patients and sentinel forms.
- Enter patient record particulars for retrieved records in the record request logbook
- Communicate with patients/clients as the need arises in relation to their appointment
- Retrieve all health records for appointment and ensure that all health records are assigned to clinic locations
- Maintain the master patient index.
- Maintain Registers including but not limited to birth, death, accident & emergency.
- Retrieve patient records as requested by the authorized officers
- File lab and other reports in the patient's medical record.
- Maintain outpatient appointments system.

- Maintain an efficient and accurate filing and retrieval system for medical records.
- Practice proper maintenance of all health records;
- Protect the security of the health records, ensuring that confidentiality is maintained;
- Perform other job-related duties assigned.

QUALIFICATION & EXPERIENCE:

- 5 CXC/GCE O' Levels or equivalent Including Mathematics and English
- At least one (1) year work experience

SPECIFIC KNOWLEDGE/SKILLS REQUIRED:

- Good written, listening and verbal communication
- Time management skills
- Organization skills
- Good customer service and professionalism skills
- Proficiency in the use of computer systems
- Ability to exercise good teamwork skills

Applications with detailed résumé should be submitted by October 12, 2026 to:

Manager, Human Resource Management and Development
Westmoreland Public Health Services
Barracks Road
Savanna la Mar
Westmoreland
Email: wphsjobs@wrha.gov.jm.

NB: ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.