
HEALTH RECORDS INFORMATION OFFICER (HRIO) & FRONT OFFICE

Role Summary

Responsible for ensuring proper documentation, storage of documents and easy retrieval.

Duties and Responsibilities

- Analysing trends and communicating these to the management.
- Compile and maintain patient's medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Participate in preparation of outpatient and inpatient monthly reports.
- Scanning onto the system and safe storage of hard copy consent forms.
- Filing, i.e., patients' files, reports, birth notification forms and other key correspondences.
- Process patient admission and discharge documents.
- Review records for completeness, accuracy, and compliance with regulations.
- Collection and filing, including electronically, of reports of other departments on a daily, weekly, and monthly basis.
- Extract and analyse hospital and maternity data and statistics.
- Release information to persons and agencies according to regulations
- Preparation of quarterly/monthly meeting minutes.
- Extracting from the Electronic Health Record hospital monthly reports.
- Maintaining hospital surveillance reports.
- Maintain confidentiality and privacy of all medical records
- To provide exemplary customer service to internal and external customers
- To handle comprehensively all enquiries and direct accordingly from within and externally in a timely way
- Give support services to all staff to ensure good customer service to our customers



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Saint Bridget Hospital

- Ensure efficient and smooth operations of the front office
- Give feedback to the administrator on how to improve customer care

Qualification and Key Competencies

- Diploma in Medical Health Records.
- Minimum of 2 years' relevant experience
- Good interpersonal skills
- Honesty and integrity
- Practical working knowledge of Microsoft office suite
- Certificate of Good Conduct.

How to Apply

- Interested candidates are requested to fill and submit the online application form on; www.stbridgethospital.co.ke/careers
- Ensure to upload all your certificates and CV.
- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.
- Only shortlisted candidates will be contacted