



THE NAIROBI HOSPITAL

Career Opportunity

The Nairobi Hospital, a leading health care institution in Eastern Africa has excellent career opportunities for individuals who possess a passion for excellence, strong work ethic, results oriented and committed to continuous improvement. The successful candidates will be team players with the ability to effectively add value to enabling good patient outcomes and shape best clinical and non-clinical practice in line with our Strategic Plan (2019-2024).

MEDICAL RECORDS OFFICER

REF: TNH/HRD/MRO/06/2024

The overall purpose of this job is to maintain medical records in the hospital's wards to ensure completeness and ease of retrieval in line with established procedures.

ROLES AND RESPONSIBILITIES

- Collect, check completeness and edit daily discharge charts for assigned wards in line with set guidelines;
- Assign International Classification of Diseases in Oncology (ICD-O) to cancer patient in line with the
- World Health Organization guidelines
- Assign International Classification of Diseases (ICD 10) code to each patient's diagnosis in line with World Health Organization guidelines;
- Fill in addressographs on patients' charts to ensure completeness of patients' information;
- Register all deaths in the assigned wards in timely manner;
- Register clients in the hospital health Information management system and assign the unique patient identifier
- Prepare and compile daily statistics and hospital documents statistics for the assigned wards in line with established guidelines;
- Prepare and issue birth notifications for new born babies in the maternity ward as applicable;
- Compile and ensure timely dispatch of birth notifications to the Nairobi City Council as applicable;
- Compile and ensure timely uploading of the Ministry of Health data.
- Dispose old hospital records as applicable in line with the hospital's disposal policy; and
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time.

EDUCATION AND EXPERIENCE

- Diploma in Health Records Information Management from a recognized institution.

- Must be registered with the Health Records & Information managers board and hold a valid practicing licence.
- Minimum of 3 years' relevant experience.

CORE COMPETENCIES

- Knowledge of disease and procedure classification
- Knowledge of hospital information management system
- Attention to details
- Customer service skills
- Interpersonal skills
- Planning and organising skills
- Communication skills
- Team working skills
- Accountability
- Integrity

If your background, experience and competence match the above specifications, please send your application (cover letter & CV/Resume) quoting the job reference number, testimonials and full contact details of 3 referees, to reach the undersigned not later than **25th June, 2024**.

Only shortlisted candidates will be contacted. If you do not hear from us within two weeks post application, please consider your application unsuccessful.

Please note that The Nairobi Hospital does not charge any fees from applicants at any stage, nor has it engaged a third party to facilitate this hire.

All communications to successful candidates will be done using official contacts as listed on our website.

The Nairobi Hospital does NOT charge recruitment fees.

Human Resources Manager

The Nairobi Hospital

P. O. Box 30026 - 00100

NAIROBI

Email: recruitment@nbihosp.org