

**ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER 3/
HEALTH RECORDS AND INFORMATION ASSISTANT 2 JOB GROUP J – (1 POST)**

Salary Scale

**Ksh.24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-
29,918 p.m.**

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving and registering patients; book appointment for patients to specialty clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed bureau; editing of patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining Patient Master Index; creating and updating of Patient Master Index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and compiling medical records reports.

b) Requirement's promotion

For appointment to this grade, an officer must have:-

- i) Served in the grade of Assistant Health Records and Information Management Officer III for a minimum period of three (3) years;
- ii) Diploma in Health Records and Information Technology from a recognized institution;
- iii) Certificate in computer application skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and results.

**ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER /
SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JOB GROUP
L (9 POSTS)**

Salary Scale

**Ksh.35,910x1,800-37,710x1,890-39,600x1,990-41,590x2,070-
43,660x2,220-45,880 p.m.**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; capturing data from service points; disseminating health information; Preparing medical records and reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Health Records and Information Management Assistant or Assistant Health Records and Information Management Officer I minimum period of three (3) years
- ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.