

VACANCY

Job title:	Filling Clerk (Roving) - WRHI - Gophelega
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To perform daily filling activities in the facility or within the clusters to enhance patient care and management of patient records.
Location:	Tshwane
Closing date:	23 November 2021
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</p>	

Key performance areas

- Apply the Wits RHI SOP which supports the different steps of Clinical Records Management.
- Ensure that active and dormant clinical records are separated frequently as directed by the policy and or guidance form the Facility Manager.
- All dormant files are to be listed and recorded/prepared for archiving.
- At frequent intervals, retrieve ART files and have them validated on Tier.net as part of improving data quality.
- Serve to ensure that clinical records are always filled properly.
- Adhere the facility pre-retrieval of patient records per appointment system.
- Ensure that post patient visit, all records are refilled.
- Ensure that all newly registered patients have correct files with proper stationary.
- Maintain close communication with the DOH Senior Administration Clerk and Wits RHI teams in the facility.
- Communicate positively and openly with patients that are querying about their clinical records.
- Record and maintain a record of active and dormant files in the facility.
- Keep a record of own performance.
- Assist with back and live capturing of HPRS in the facility.
- Assist with patient registration on HPRS or headcount register.
- Retrieve ART files and validate on Tier.net and or pass on to the Wits RHI data capture to do so.
- Work effectively without constant supervision.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Take ownership for self-development.
- Work harmoniously with all stakeholders and escalate challenges to the Nurse Lead/Cluster/Project Manager.
- Develop the attitude and aptitude to learn from mistakes and other people.

Required minimum education and training

- Grade 12.

Desirable additional education, work experience and personal abilities

- Knowledge of Tier.net, HPRS and or any other System used within the THD.
- Ability to work within a team.
- Good interpersonal and communication skills. Basic computer skills.

Required minimum work experience

- 3 months working with Clinical Records and knowledge of National Department of Health Archiving policy.

Demands of the job

- At times the incumbent has to move between clinics and transfer skills to others.
- Daily retrieval and filling of patient records, flexibility, work in collaboration with others.

Communications and relationships

- Develop a working relationship with the facility Senior Clerk and other staff Wits RHI members.

Should you be interested in applying for this vacancy, please apply via the link on the career page. Please include the following documentation:

- ID/Passport, Qualification, CV, and Vaccination card.