

# WE'RE HIRING!

## HEALTH RECORDS INFORMATION OFFICER

Does the idea of doing something that really makes a difference in people's lives while being well-compensated intrigue you? Are you looking to work for an organization that encourages growth and success from each and every one of its employees? AIDS Healthcare Foundation is the place for you!

Founded in 1987, AIDS Healthcare Foundation is the largest specialized provider of HIV/AIDS medical care in the world. Our mission is to provide **"Cutting edge medicine and advocacy, regardless of ability to pay"**.

### Job Summary:

The Health Records Information Officer (HRIO) will carry out data entry of clinical medical records into available medical records management systems (MRS). The HRIO shall provide support to the health facilities in documentation, data management, data analysis and reporting, as well as serving as an AHF advocate at the site level. The vacancy is available Bamburi Dispensary.

### Key Responsibilities:

- Documentation and reporting
  - Ensure availability of necessary data collection and reporting tools at the facility i.e. registers, patient cards, patient files, DAR, MoH 731, etc.
  - Guide the facility staff on effective data management i.e. correct and complete documentation of all data elements, cleaning IQcare/KenyaEMR and KHIS data.
  - Maintain EMRs - updated regularly, backup of data, troubleshooting database problems.
  - Conduct weekly data analysis and share with the facility staff during MDTs meetings, including dissemination of the monthly/quarterly reports.
  - Participate in data entry trainings, CMEs, meetings and provide feedback to the team to enhance the data system
  - Devise/support innovative ways of data presentation to ensure maximum and timely utilization
  - Assists as required in developing improved patient records management.
  - Ensures that the confidentiality of collected and stored data is maintained
  - Ensure 100% updating of the registers e.g. Pre ART, ART, DAR, etc.
  - Ensure all required data summaries and facility reports are accurately captured
  - Reporting for the facilities through the DHIS.
  - Participate in data collection for program monitoring and research when required.
  - Timely reporting of all the reports i.e. Weekly PPR, Quarterly PPR, Benchmark Reports, MOH 731, etc.
- Data quality audits
  - Participates in Data Validation by reviewing data prior to submission to WebPPR/SCHRIO/Clinical Team and other stakeholders
  - Cross check entered information against source documents
  - Scheduling and participating in facility DQA
  - Cleaning IQ Care and DHIS data.
- Computerization
  - Ensure the Electronic medical record are updated regularly
  - Perform regular backup of electronic medical records
  - Consults with supervisor(s) for troubleshooting database problems
- Data utilization
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- **Any other related duties as assigned by the supervisor**

**Qualifications, Education, and Experience:**

- Diploma in Health Records or statistics from a recognized institution
- Proficiency in computer packages for generating and analyzing reports
- Minimum of 3 years working experience in an NGO environment or Hospital setting
- Familiar with the experience in NASCOP/MOH reporting requirements and data collection tools
- Should have exceptional knowledge in use of applications like MS Word, MS Excel, MS Access and Internet Explorer with good computer troubleshooting skills.

**If you strongly feel you are the right person for the job, please send an application with your updated CV demonstrating why you are the best fit, to [Globalhr.Africa@aidhealth.org](mailto:Globalhr.Africa@aidhealth.org) quoting the job reference as HRIO – Bamburi on or before 25<sup>th</sup> October 2023.**

**AHF is an equal opportunity employer.**