

The Diploma

IN PUBLIC SERVICES

How to become a... Health Records Clerk

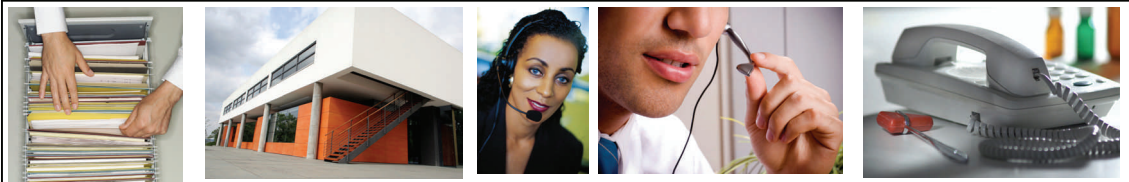
£13,200-£21,300 per year

Promotion to: Supervisor, Manager

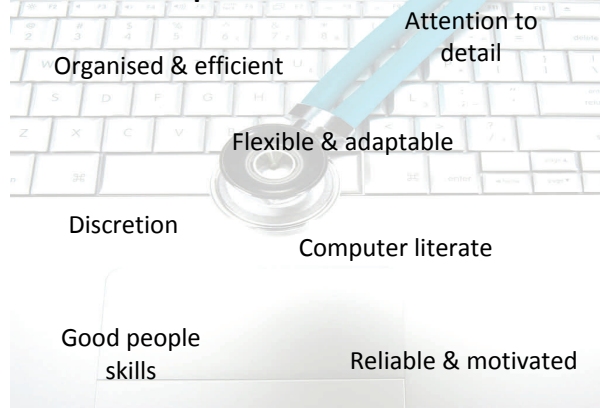
Job Description:

Health records clerks are responsible for managing the information that makes up a patient's health record or file. They collate, organise, retrieve and archive documents, making sure that the files are accessible and available to staff when they are needed. Well-maintained health records are vital to medical staff.

Duties can include reception work, dealing with correspondence, filing, organising samples for collection, looking for missing files and chasing up documentation, making sure admissions, transfers, discharges and deaths are updated immediately and gathering statistical data.



Personal Competencies



David started his Higher Diploma in Public Services without an idea of what he wanted to do. During the course he managed to narrow down what he was looking for; a job with IT, organisation, good promotion potential, training available and in the health sector.

David got really good grades and an IT qualification as his ASL. He immediately started visiting the NHS jobs website regularly looking out for any jobs as he wanted to start work and continue to get qualifications in the workplace. A role as health records clerk came up and David got an interview. The panel was really impressed with the breadth of understanding of public services David brought especially around confidentiality and community needs. His PLTS experience of team work and self-management made him a really strong candidate and in the end got David the job.

For more information try visiting:
Connexions-direct.com/jobs4u
Skillsforhealth.org.uk
Nhscareers.nhs.uk

Training and Qualifications

There are no formal entry requirements. Applicants must have good English, maths and ICT skills. Candidates may apply for a role and complete an Apprenticeship in Business and Administration. On the job training will be provided and many employers offer to support qualifications in health-related subjects, business administration, support services and customer services.