

Tuvalu Government – Job Description



Position Title:	Coding Clerk	
Band and Salary:	S1-S3	\$10,887- \$15,447
Ministry and Department:	Ministry of Health and Social Welfare	Curative Services
Location:	Princess Margaret Hospital, Funafuti	
Reports to:	Health Statistician	

JOB PURPOSE

To manage hospital information system (HIS), patients' medical file index by entering, coding, and compiling patients' information and other health related data.

KEY RESPONSIBILITIES:(list no more than 6 key responsibilities not tasks)

1. Monitor and maintain the hospital (PMH) HIS system.
2. Collect, compile and maintain medical records of patients and code them appropriately.
3. Track and ensure health data submissions from departments and outer islands are on time.
4. Ensure all information entered into Health database.

MAIN DUTIES AND OUTCOMES:(list duties/tasks and outcomes of the responsibilities)

- 1.1. Routine check of the HIS system before and after consultations to make sure consultations each day run smoothly.
- 1.2. Replace and order new computers and printers for outpatient and inpatient for the HIS.
- 2.1. Keep and maintain detailed patients records such as prescriptions, treatments plans, test results, diagnoses, medical history and descriptions of symptoms.
- 2.2. Keep all patients' folders in a manner of maintaining confidentiality of patient's medical records.
- 2.3. Routine checks on patient folder that needed by Doctors to be returned to the filing room.
- 2.4. Ensure that codes tally is the same as the doctors' diagnosis.
- 3.1. Provide each department template for data entering and collect for entry into database.
- 3.2. Ensure that all consolidated monthly reports in Funafuti and outer islands submitted and enter into a database.
- 3.3. Tracing and tracking of missing reports of monthly returns in Funafuti and outer islands.
- 4.1. Data entry of all health-related information with file index.
- 4.2. Ensure that information entered into a database is correct and/or complete.
- 4.3. Assist any duties tasked by the Health Statistician, Medical Superintendent and Director of Health from time to time.

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MANDATORY REQUIREMENTS:

- Form 6
- Have a background, skills and/or Certificate in Official Statistics and/or Epidemiology

DESIRABLE REQUIREMENTS:

Below are vital qualities, including skills, knowledge, and abilities a coding clerk is required to possess to be effective on the job:

- Showcase good written and oral communication skills (Tuvaluan and English)
- Good analytical skills
- Good computing knowledge and skills in Microsoft word, Excel, PowerPoint etc.
- Ability to pay attention to detail
- Ability to work in a team
- Ability to maintain confidentiality at all times
- Exhibit sound knowledge of medical terminology will be beneficial