

Medical Records Officer
REFERENCE NO.: GHK-MRO

Job Descriptions:

- Lead a small team on management and scanning of Medical Records file
- Clinical coding using ICD-10 classification system
- Handle and process Data Access Requests from patients and third parties
- Handle and respond to phone enquiry related to Medical Records
- Perform other related duties assigned by the Medical Records Manager

Requirements:

- A university degree from the Health Care discipline or equivalent
- Minimum of 2 years working experience
- Knowledge of medical terminology and experience within a medical environment preferred
- Good command of spoken and written English and Chinese
- Good communication and customer service skills, self-initiative and responsible
- Demonstrated ability to prioritize work commitments to achieve specific deadlines