



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

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EA NO: RMI-168-24
 Opening Date: 01/08/2025
 Closing Date: 01/22/2025

EMPLOYMENT ANNOUNCEMENT

CM of 12/03/2024

Position Title:	Medical Record Technician	
Grade and Salary (P/L):	Grade: PL – 7/1-7/5	Salary: \$ 8,785.00-\$11,440.00 p.a.
Ministry and Division:	Ministry of Health & Human Services	Bureau of Majuro Atoll Health Care Services
Location:	Majuro	
Reports to:	Medical Record Director	

JOB PURPOSE: To provide medical record services.

KEY RESPONSIBILITIES:

1. Provide all medical record information on patient file.
2. File Medical record chart and provides patient hospital number.
3. Perform other duties within the capacity, qualification and experience normally expected from person occupying position as this classification.

MAIN DUTIES AND OUTCOMES:

- 1.1 Prepare Medical Record and index for all new patients, file all patient medical information on the appropriate patient’s file.
- 2.1 File patient Medical Record Charts on the shelves; retrieve patient charts or provides patient hospital number for Cashier or admitting office.
 - a. Accompanies the patient from the admitting office to the ward if necessary; Carries patient records to the outpatient Nursing Station.

DESIRABLE REQUIREMENTS:

Qualification:

- Graduate from high school with diploma

Skills:

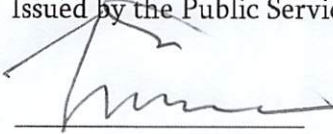
- Two (2) years' work experience in the field.
- Specialized in Medical Record
- Caring and quality driven commitment to provide excellent services.
- Ability to work automatically as well as part of a team.
- Excellent interpersonal and people skills.
- Demonstrated ability in using judgement and initiatives to arrive at solutions.

FILING INSTRUCTIONS:


Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The commission application must be received at the Public Service Commission by: **22nd of January, 2025**

Issued by the Public Service Commission on this **8th January, 2025**



Mr. Michael Konelios
Chairman, PSC



Mr. Jendrikdrik Paul
Commissioner, PSC