

Mercy University Hospital, Cork is a Catholic Voluntary Hospital founded in 1857 by the Sisters of Mercy. It is a centre of National and International excellence, renowned for its research and tertiary services and is a teaching hospital of University College Cork. The Mercy University Hospital provides specialist in-patient, day-patient out-patient services and accident and 24/7 emergency services in the centre of Cork City.

We are currently looking for candidates to fill the following position(s);



Medical Records Clerical Officer Permanent Grade III

(Under the Governance of Mercy University Hospital Cork CLG.)

MUH are looking to recruit a permanent CO3 for the Medical Records Department/Admissions Office. The post holder will be part of the Medical Records Administrative Team and take part in all aspects of the Medical Records rota. The clerical officer will report into the Healthcare Records Manager.

Responsibilities - *The post holder will be responsible for;*

- Healthcare Record Tracking and archiving
- Filing reports
- Answering Telephones
- Sourcing Healthcare Records for Admission
- Sourcing Healthcare Records for OPD
- Sourcing Healthcare Records for BMU and other specified departments
- Sourcing Healthcare Records for Research & Audit
- Admissions office Rota

Eligibility Criteria

- iPMS Experience
- Excellent computer skills
- Formal Secretarial Training
- Team Player
- Excellent Communication and time management skills
- Organisational skills

Closing Date for receipt of applications is 1pm, Wednesday 15th November, 2017

1. Email

E-mail a letter of application together with your CV and names and numbers of 3 referees to:

recruitment@muh.ie

2. Post

Send 3 hard copies of your CV together with a letter of application and names and numbers of 3 referees to:

Human Resources, Mercy University Hospital,
Grenville Place, Cork, Ireland

recruitment@muh.ie

Terms and conditions of employment are in accordance with the Department of Health and Children regulations. Mercy University Hospital is an equal opportunities employer. Canvassing will disqualify.