

Filing Clerk

Department:	Medical Records		
Section:	Patient Access and Cancer Services Care Group		
Reports to:	Medical Records Senior Library Clerk		
JE Ref:	HCJ1379		
Grade:	CS03	JE Date:	08/07/2025

Job purpose

To be responsible for the storage of all patient medical records held in the Medical Records Library, retrieving records upon request, and ensuring confidentiality and appropriate handling of sensitive information.

Job specific outcomes

Retrieve patient medical records for all outpatient clinic appointments and other pulling lists, as required including ad-hoc request such as RIPs for Governance and audits.

Request notes, which are off-site, such as where no hospital attendance has occurred for 5 to 10 years.

Deliver, locate, collect, sort and file patient medical records from/to the Medical Records department, and other areas within the General Hospital with complete accuracy ensuring absolute confidentiality is maintained at all times.

Sort and file away all medical data and other documentation, as required, within patient Medical Records, neatly and accurately.

Update the Case Note Tracer System on the Patient Administration Computer System with the location of medical records upon the distribution from, or delivery to, the Medical Records Library. Assist members of staff from all areas of H&SS in ascertaining the location of medical records.

Respond to ad-hoc telephone enquiries from hospital departments on matters concerning patient Medical Records.

Ensure the safe and secure and timely transportation of Medical Records to other local hospitals or departments when requested.

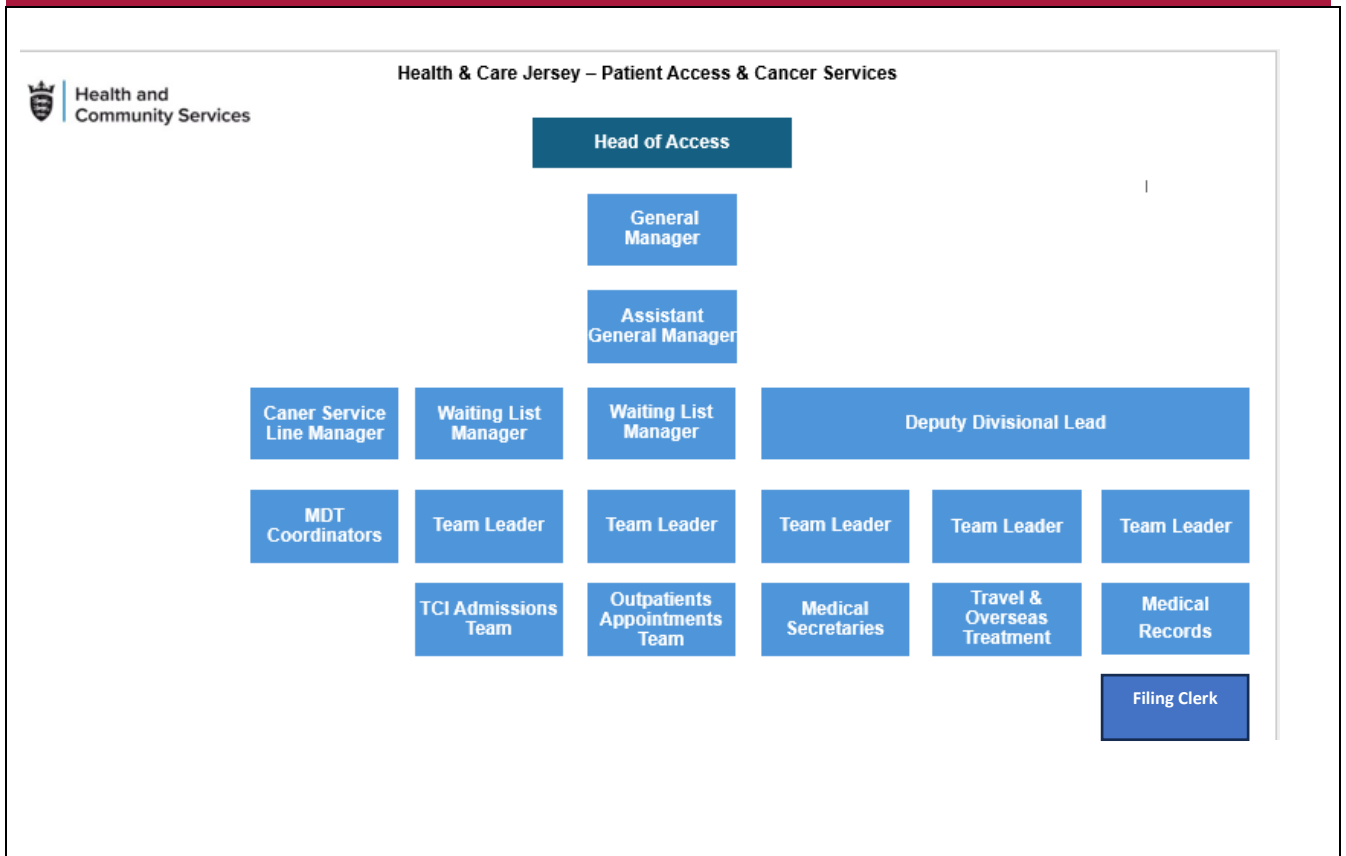
Culling of large files, as instructed, to create space and send to off-site storage.

Extract RIPs and file in allocated area in medical records.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		

<i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Educated to a minimum of GCSE level	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Knowledge of administrative systems, office procedures and data inputting.	
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Excellent keyboard skills and the ability to adapt to a wide range of computer-based systems.	
General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	<p>The ability to take the initiative, be flexible and work under pressure whilst maintaining 100% accuracy is essential. The postholder will be required to operate as part of a team whilst also working independently with a minimum of supervision.</p> <p>Excellent interpersonal and communication skills as they will be required to deal with enquiries at all levels.</p>	
Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	Experience of working as part of a team with minimum of supervision.	Previous experience in an office environment
Criteria relating to Safeguarding. <i>Other requirements needed to confirm suitability to work with children and/ or adults at risk to include skills, abilities,</i>	<p>Basic DBS will be required.</p> <p>No direct contact with children or adults at risk.</p>	

<p><i>experience, behaviours and attitude/ motivation and values towards children and/ or adults at risk.</i></p> <p><i>Please include any responsibility for children and / or adults at risk in the role and any safeguarding responsibilities and include whether DBS vetting will be required.</i></p>		
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Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier core accountabilities, attributes and behaviour indicators.