

When we get you on board, we invite you to bring your whole self!



Because, together; we are creating an environment where your uniqueness will be acknowledged and accepted, where excellence will be recognized and rewarded while providing support to balance the other unique roles you play in your life, and we offer you a path to be part of the healthiest workforce in the country by safeguarding your health & wellbeing and empower you to take ownership of taking your career to greater heights.

Join us, Be Hemas—Be Your Best Self!

Hemas Hospitals the pioneer to introduce global best practices in healthcare to Sri Lanka is the first hospital chain in the country to have been accredited by the Australian Council on Health Standards (ACHSI) for quality and patient safety, is a member of the Hemas Group of Companies. The hospitals group comprises of two multi-specialty hospitals and a laboratory network spread across Sri Lanka. The entire group is on the verge of the next expansion cycle taking healthcare delivery on par with global best models and is one of the most sought-after employers for healthcare professionals.



MEDICAL RECORDS ASSISTANT

The Job:

Medical Records Assistant will be responsible for filing, sorting, labelling and storage of all patient records in a systematic manner in order to retrieve information when required. You should document all information in order to generate statistics on patients cared by the hospital which would be useful for decision making of management. Maintains patient confidence by keeping patient records information confidential.

The Person:

- Minimum G.C.E.A/L qualification in science stream
- Diploma in medical records keeping would be an added advantage
- Minimum 01 year experience in data entry
- IT literacy in MS Office
- Time management, attention to detail & communication skills are essential

We are ready to revolutionize the healthcare landscape of Sri Lanka and if you are the type looking for a BIG challenge, send your detailed CV along with names and addresses of two non-related referees within 7 days of this advertisement to:

Head of Human Resources

HEMAS CAPITAL HOSPITAL (PVT) LTD.

647, Pannipitiya Road, Thalawathugoda.

Email: careers.twg@hemashospitals.com

Online applications preferred on www.topjobs.lk/hemas, www.hemashospitals.com,

www.hemas.com

