

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

HEALTH RECORDS INTERN

Reporting to the **ASSISTANT MANAGER, HEALTH RECORDS**.

Purpose: To glorify God by collecting, organizing store and retrieving records used in diagnosis and treatment.

Job Duties and Responsibilities

- Ensure medical records are assembled in standard order and are accurate and complete
- File paperwork and report in patient's charts, ensuring they are complete in an accurate and timely manner
- Ensure files are stored in the designated area according to storage procedures
- Make booking for outpatient clinics and retrieval of the same, 12 hours in advance, before the appointment date
- Deal with all telephone request promptly and courteously
- Make sure all medical records are protected and kept confidentially

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's degree/Diploma in Health and Medical records Management.
- Must demonstrate high integrity and ethical practice
- Must have knowledge in the use of MS office packages

How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>. Your application should be submitted no later than **Friday, February 6, 2026**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.