MahayogiGorakhnath University Gorakhpur

ArogyaDham, Balapar Road, Sonbarsa, Gorakhpur

Job Vacancy

Job Title : Head, Medical Records Department ------------- 1 Post

About the University: Mahayogi Gorakhnath University Gorakhpur, is a Multidisciplinary University that is continuously expanding its infrastructure across a 200+ acre campus at Balapar, Gorakhpur. The University offers Higher Education across diverse fields, including Medicine, Ayurveda, Pharmacy, Nursing, Agriculture, Allied Health Sciences, and Management & Commerce. Additionally, the campus is home to a upcoming state-of-the-art multispecialty hospital which will provide 1,800 beds high-quality healthcare services to the community in and around the region, along with two functional multispecialty hospitals with 450+ Bed (Gorakhnath Chikitsalaya) and 200 Bed (Mahayogi Gorakhnath Chikitsalaya) both at Gorakhpur

Job Requirement: The Mahayogi Gorakhnath University Gorakhpur is seeking a skilled candidate who can Head the Medical Records Department, and ensure proper functioning of the medical informatics and related healthcare data.

Job Description: The following are the job roles and description of the duties:
- Efficient in Health data management and Electronic Health Records (EHRs) management.
- Should be able to develop and manage Health information systems & Data analytics
- Should have effective communication with healthcare professional administrators, and patients and ability to lead and manage teams, projects, and initiatives.
- Should have knowledge about Health law and regulations and handle basic legalities in healthcare supported by data analytics.
- Should be able to contribute in compliance of regulations and Statutory Standards such as and contribute efficiently in other statutory reporting to the statutory bodies and periodicity of reports in inspections and accreditations etc.
- Develop and design curricular activities for interdisciplinary and multi-disciplinary micro - credential certifications and value added course on Medical Records and Informatics related programs.

Essential Qualification: Degree / Diploma in Medical Records from a recognised Institute
Desirable Qualification: Post Graduate degree (preferably MBA in health care related field)
Experience: Minimum 10 Years or more in handling Medical Records after essential qualification

Eligible candidates are requested to send their application by mail to **deputyregistrar@mgug.ac.in.**Applications can also be sent by post to University Address or personally handed to the Reception Office (SwagathKaksh) at the entrance of the University.

Last Date for submitting the application: 20th May 2025