



**DEPARTMENT OF HEALTH SERVICES
NAKURU COUNTY**



TELEPHONE: +254791498777
+254719520400
EMAIL: naivashahospital@gmail.com

MEDICAL SUPERINTENDENT,
NAIVASHA COUNTY REFERRAL HOSPITAL
P. O. BOX 141-20117
NAIVASHA

8th August 2025

TO WHOM IT MAY CONCERN

REF: SAMUEL MUCHAI MACHARIA

It is with great pleasure that I write this letter to recommend **Samuel Muchai Macharia**, who has worked under my supervision at **Naivasha Sub-County Referral Hospital** in the Health Records and Information Department from **May 19th, 2025 to August 8th, 2025**.

During his tenure with us, he was entrusted with a variety of responsibilities, which he carried out with diligence and professionalism. His duties included:

- Registering and admitting patients
- Coding and indexing diseases using the International Classification of Diseases, 11th Revision (ICD-11)
- Compiling inpatient morbidity and mortality statistics
- Managing patient admissions and discharges
- Preparing outpatient clinics and scheduling patient appointments
- Filing, retrieving, and tracing patient records
- Performing front desk and reception tasks
- Registering birth notifications and issuing burial permits
- Compiling and uploading monthly reports to the Kenya Health Information System (KHIS)

Throughout her service, Samuel consistently exhibited a strong work ethic, dedication, and a high level of discipline. He is dependable, committed, and demonstrates a proactive approach to her duties. He maintains excellent interpersonal relationships with both colleagues and patients, which enhances teamwork and service delivery.

Based on his performance and conduct, I am confident that he has the capacity to excel in any healthcare or professional setting he may choose to pursue. I highly recommend him without reservation.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,

Maryanne Ndungu

Health Records Officer in-charge
Naivasha Sub-County Referral Hospital

