



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601034
Division:	Operations	Title:	Clinical Coder
Branch:	Kalgoorlie Health Campus	Classification:	HSO Level G4
Section:	Health Information	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Operations Manager Classification: HSO Level G11 Position No: 607939	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title 601841 - Clinical Coder (Esperance) 613634 - PATS/Information Release Officer
Responsible To	Title: Regional Health Information Coordinator Classification: HSO Level G6 Position No: 601031	
This position	Title: Clinical Coder Classification: HSO Level G4 Position No: 601034	

Positions under direct supervision:	Other positions under control:				
<table border="1"><thead><tr><th>Position No.</th><th>Title</th></tr></thead><tbody></tbody></table>	Position No.	Title	<table border="1"><thead><tr><th>Category</th><th>Number</th></tr></thead><tbody></tbody></table>	Category	Number
Position No.	Title				
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Section 3 – KEY RESPONSIBILITIES

Provides an abstracting, classification, data entry, auditing, training and reporting service for WACHS in accordance with guidelines and standards as set by the Department of Health and other relevant bodies, using appropriate disease classification tools in order to maintain an accurate and timely reporting cycle. Provides education and training to clinical and non clinical staff in regard to Clinical Coding requirements.

WA Country Health Service –
GOLDFIELDS

29 September 2016

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL CODING		
1.1	Abstracts and assigns complete and accurate classification codes for inpatient episodes of care in accordance with International Statistical Classification of Diseases and Related Health Problems, 10 th Revision Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI), Department of Health (DoH) guidelines, WA Coding Standards and the Australian Coding Standards (ACS).		
1.2	Ensure complete and accurate medical records are provided for correct coding by monitoring and retrieving clinical reports eg laboratory and radiology, and following up missing reports with internal and external providers as required.		
1.3	Ensures morbidity data is accurate and complete by examining the Medical Record to ensure that no relevant data has been omitted from the discharge summary or morbidity coding form. <ul style="list-style-type: none"> ○ Liaises with Clinician if stated diagnoses are not in agreement with information supplied from pathology reports, X-rays, summaries, etc. ○ Seeks clarification from clinicians when needed. 		
1.4	Ensures the accurate transfer of data onto the Morbidity Data System, using appropriate systems and software.		
1.5	Monitors the application of the Hospital Morbidity Data System (HMDS) guidelines and notifies incorrect practices to the Health Information Manager for appropriate action as required.		
1.6	Liaises with Regional Health Information Coordinator, clinical and clerical staff to ensure accurate and timely completion of discharge summaries.		
1.7	Resolves Department of Health edits and quality checks as per Department of Health guidelines and monitoring of error DRGs.		
1.8	Extracts and presents data as required to authorised personnel on request.		
1.9	In conjunction with the Regional Health Information Coordinator ensures accurate records are maintained at all sites within the region.		
1.10	Ensures that all medical records within the section are readily available, if required for re-issue.		
1.11	Reviews regular coding statistics and maintains workload and other performance indicators.		
1.12	Assists in Key Performance Indicators reporting to the DOH, to ensure all records are coded within the required timeframe.		
2.0	TRAINING AND EDUCATION		
2.1	Provides training for replacement and relief staff, including advice and instruction in systems and manuals in use.		
2.2	Educates non-clinical staff on admit, discharge and transfer of patients and provides on-going education to clinical and clerical staff in regard to coding related issues.		
2.3	Liaises with the DOH on the provision of continuing education for Clinical Coders within the WA Country Health Service.		
2.4	Provides advice on the importance of quality documentation and its impact on coding and DRG outcomes, including formal presentations as required.		
2.5	Participates in peer review, educational and professional development as a Clinical Coder.		

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Section 4 – STATEMENT OF DUTIES continued

3.0	QUALITY IMPROVEMENT		
3.1	Initiates and undertakes Quality Improvement activities to ensure the best possible service and Clinical Coding integrity are achieved.		
3.2	Liaises with the DoH Coding Educator and State Coding Committee regarding the interpretation of codes and the correct use. Completing submissions for more appropriate codes as required.		
3.3	Liaises with clinical staff regarding documentation ambiguities and coding conventions to promote the importance of documentation on the coding process.		
3.4	Submits change requests and problem records with respect to the clinical and patient information system/s.		
3.5	Plans, implements and maintains refinements to the service with the Regional Health Information Coordinator.		
4.0	OTHER DUTIES		
4.1	Other duties as directed by Regional Health Information Coordinator.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Possession of a HIMAA (Health Information Management Association of Australia) Introductory Course or equivalent or, equivalent competency gained through experience in clinical coding.
2. Experience in abstracting relevant information from hospital medical records for ICD-10-AM code assignment in accordance with the Australian Coding Standards.
3. Comprehensive knowledge of medical terminology, human anatomy and disease processes.
4. Well-developed written and verbal communication and interpersonal skills.
5. Demonstrated ability to work autonomously and within a team environment.
6. Effective analytical and reasoning skills.
7. Possession of a current WA C or C-A class driver's licence and ability to travel within the region including overnight stays as required.

DESIRABLE

8. Participation in Quality Improvement activities
9. Knowledge of Diagnostic Related Groups, case mix applications and the implications for health services
10. Experience in computerised patient administration systems and Windows-based applications.

OTHER REQUIREMENTS

- Required to maintain information security and confidentiality at all times.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre-Placement Health Screening clearance • A current WA C or C-A Class drivers licence and ability to travel within the region Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Operations Manager

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

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