



HSS Registered

Team Leader Coding

Health Salaried Officers Agreement: G6

Position Number: 603108

Clinical Coding Unit / Corporate Service & Contract Management

East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director Corporate Services & Contract Management

Award Level: HSO G2

Position Number: 602767



Area Manager Clinical Coding

Award Level: HSO G8

Position Number: 602785



This Position



Directly reporting to this position:

Title	Classification	FTE
• Clinical Coder	HSO G4/5	13.35
• Clinical Coder	HSO G4	3.90
• Trainee Clinical Coder	HSO G3	2.00
• Coding Clerk	HSO G2	2.70

Also reporting to this supervisor:

- Team Leader Clinical Coding HSO G6; 5.00FTE

Key Responsibilities

Assists the Area Manager in ensuring that clinical coding services for the East Metropolitan Area Health Service (EMHS) are undertaken, in an effective, efficient and timely manner that meet quality standards. Ensures that the team undertake the accurate and timely collection of clinical data in accordance with Hospital, State, National and International requirements. Undertakes the coding of the more complex cases.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Administrative, Supervisory and Coding

- 1.1 Supervises clinical coding undertaken by the coding team within the allocated portfolio, to ensure accurate and timely collection and completion of coding in accordance with Australian and WA coding standards, guidelines Department of Health and EMHS requirements.
- 1.2 Ensures that coding undertaken by the team is in accordance with quality assurance processes and undertakes coder training and education, providing ongoing support to staff.
- 1.3 Provides orientation, supervision, support and ongoing training for Clinical Coders in ICD-10-AM, and the Australian and WA Coding Standards, Diagnosis Related Groups (DRGs) and Casemix.
- 1.4 Reviews Hospital Morbidity Data System (HMDS) coding and Performance Indicators for Coding Quality (PICQ) edits and develops educational strategies to reduce reoccurrence.
- 1.5 Assists the Area Manager administer with the human resource functions for the EMHS Clinical Coding unit including recruitment and selection, deployment, staff development, Occupational Health and Safety, and HR systems/payroll.
- 1.6 Assists the Area Manager in provision of effective working relationships between the clinical coding unit and other stakeholders to ensure an effective, efficient and timely coding service is provided.
- 1.7 Undertakes the coding of complex and other episodes of care, as required.
- 1.8 Liaises with relevant stakeholders and the Area Manager, Clinical Coding to ensure services being provided meet stakeholder needs and expectations.
- 1.9 Provides an advisory and consultancy service to staff within EMHS on a range of coding and data quality matters.
- 1.10 Ensures that coding statistics, reports and data are maintained in a coordinated and organised manner to meet record keeping requirements.
- 1.11 Provides strategic support to the Area Manager, Clinical Coding on clinical coding and case mix issues.
- 1.12 Reviews requests for information and arranges for the extracts of coded and demographic data to be available according to EMHS and Hospital policy and legislative requirements.
- 1.13 Represents the Clinical Coding Unit at committees and forums, as required.
- 1.14 Maintains a professional standard and undertakes continuing education and professional development as a Clinical Coder, including knowledge of Casemix/ABF, hospital data requirements and hospital policy and procedure.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

3. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Recognised qualifications in Clinical Coding or equivalent competency both supported by comprehensive experience in clinical coding using ICD-10-AM,ACHI, ACS with working knowledge of Activity Based Funding and Diagnosis Related Groups (DRGs) in a tertiary or large secondary hospital.
2. Experience in quality assurance/quality improvement principles and in their practical application.
3. Proven ability to assist with administration of human resource functions of staff in a health service environment.
4. Well developed conceptual, analytical and problem solving skills.
5. Highly developed organisational, written, verbal, interpersonal and negotiation skills together with the ability to gain the co-operation of others in the achievement of objectives and to work effectively within a multidisciplinary team.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Qualified (or working towards) Health Information Management or equivalent.
2. Qualification or experience in clinical coding auditing and /or previous experience in training and education.
3. Demonstrated experience in patient administration, coding, clinical information systems, Microsoft Office and other computer applications and systems.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HCN Registration Details (to be completed by HSS)

Created on	September 2017	Last Updated on	May 2019
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