



HSS REGISTERED

Clinical Coder

Health Salaried Officers Agreement: Level G4/5

Position Number: 003839

NMHS Clinical Coding

Finance and Business Services / North Metropolitan Health Service

Reporting Relationships

Area Manager Clinical Coding
 Award Level: HSO Level G8
 Position Number: 007672



Coordinator Clinical Coding
 Award Level: HSO Level G6
 Position Number: 003858



This Position



← Also reporting to this supervisor:

- Clinical Coders x 15.5
- Coding Auditor & Educator x 3
- Coding Trainee (SCGH) x 1
- Coding Trainee (NMHS) x 1
- Clinical Coding Clerical Assistant x 3

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

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Prime Function / Key Responsibilities

To provide a clinical coding service to the North Metropolitan Health Service.

Brief Summary of Duties (in order of importance)

1. Clinical Coder

- 1.1 Abstracts and assigns complete and accurate diagnostic and procedure codes for all inpatient episodes of care for hospitals within the North Metropolitan Health Service (NMHS) in accordance with *The International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification (ICD-10-AM)* and Department of Health (DOH) guidelines and the Australian Coding Standards.
- 1.1 Accesses and abstracts data for the above purposes from a variety of intra-hospital computer databases to provide maximum data accuracy. Interacts with clinicians to ensure accurate analysis of clinical documentation.
- 1.2 Monitors the application of Hospital Morbidity Data System (HMDS) guidelines in the Data Reference Manual and Technical Bulletins for admission criteria. Notifies incorrect practices for appropriate action when required.
- 1.3 Ensures the accurate transfer of data and Diagnostic Related Group (DRG) information onto the electronic index, via the patient administration system TOPAS, within reporting guidelines. Resolution of DOH Edits as per DOH guidelines.
- 1.4 Liaises with clinical and other Hospital staff to ensure accurate and timely completion of discharge summaries. Provide advice on the importance of quality documentation and its impact on coding and DRG outcomes.
- 1.5 Maintains a professional standard and undertakes continuing education and professional development as a Clinical Coder, including knowledge of casemix, hospital data requirements, hospital policy and procedure. Provide support for the continuing training of SCGH Clinical Coders.
- 1.6 Facilitates and participates in quality improvement activities within the Clinical Coding service and the HMDS.
- 1.7 Assists clinical and other health professional staff with requests for clinical audits and research activities involving coded clinical information and DRG.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria for Level 4

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. Comprehensive working knowledge of the Australian Coding Standards.
3. Knowledge of medical terminology, human anatomy and disease processes.
4. Well-developed communication and interpersonal skills.
5. Ability to work as part of a team and to meet deadlines.
6. Effective analytical and reasoning skills.

Desirable Selection Criteria for Level 4

1. Tertiary qualifications in Health Information Management or related field.
2. Working knowledge of Casemix and Diagnostic Related Groups (DRGs).
3. Experience in computerised patient administration systems and Windows based applications
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Competency requirements to be met for progression to Level 5

- Possession of a HIMAA Introductory Course or equivalent or, equivalent competency gained through experience in clinical coding.
- Comprehensive experience as a Clinical Coder, including a minimum of 12 months recent experience as a Clinical Coder in a tertiary hospital.
- Demonstrated capacity and preparedness to carry out the full range of coding specialties in a tertiary hospital including complex coding tasks.
- Ability to provide clinical coding expertise and advice to assist the development of less experienced Clinical Coders.

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: Sharon Linton
Signature/HE: 49328
Date: 15 June 2016

Dept./Division Head

Name: Michelle Noble
Signature: HE90427
Date: 15 June 2016

Position Occupant

Name: Various
Signature: HE49328
Date: 15 June 2016