



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

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

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Business Services
	Classification:	HSO Level G11
	Position No:	601585

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601841 - Clinical Coder (Esperance)
613634 - PATS/Information Release Officer

Responsible To	Title:	Regional Manager Health Information
	Classification:	HSO Level G7
	Position No:	601031

This position	Title:	Clinical Coder
	Classification:	HSO Level G4
	Position No:	601034



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position No.</td> <td style="width: 70%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Category</td> <td style="width: 40%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

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**

14 May 2021

**REGISTERED
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TITLE	Clinical Coder	POSITION NO	601034
		CLASSIFICATION	HSO Level G4



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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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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 Manager Health Information, 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 Manager Health Information 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.		

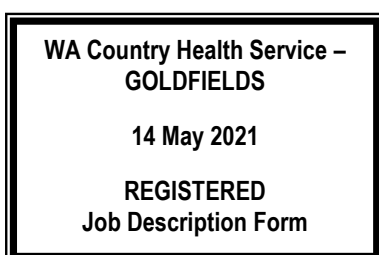
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Section 4 – STATEMENT OF DUTIES continued

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 Manager Health Information.		
4.0	OTHER DUTIES		
4.1	Other duties as directed by Regional Manager Health Information.		
	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. Eligible for or in possession of a current C or C-A class driver's licence.

DESIRABLE

1. Participation in Quality Improvement activities
2. Knowledge of Diagnostic Related Groups, case mix applications and the implications for health services
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.

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"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays 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: ____/____/____
Director Business Services

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

