



Job Description Form



GREAT SOUTHERN
Landscape Photos: Tourism Western Australia

Position Title

Position number: 005019

Clinical Coder

Regional Profile

The Great Southern is situated on Western Australia’s south coast and covers 39,007 square kilometres. The Great Southern is unmatched for the scale, diversity and accessibility of its natural attractions, including rugged coastline, white sandy beaches, forests, wildflowers and the highest peaks in southern Western Australia. The region boasts robust tourism and primary production industries which provide the backbone of the economy. The town of Albany is central to WACHS Great Southern and is located alongside the historically rich and picturesque Port of Albany. The Regional Health Service offers one main health facility at Albany which is widely supported by a network of smaller Multi-Purpose Service (MPS) sites at Bremer Bay, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Plantagenet, Ravensthorpe and Tambellup.

About the WA Country Health Service

Our Strategic Priorities



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.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate overview

The WACHS Great Southern Business Services provides functional support to each of the Health Service Units that make up WACHS Great Southern and takes in the hospitals in Albany, Denmark, Gnowangerup, Katanning, Kojonup and Mt Barker. The core functions provided on a region wide basis are Finance, Information Communication Technology and Health Information Management.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	005019	Registration Date:	18 February 2022
Classification:	HSO Level G-4	Location:	Albany
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Health Information		

Position Overview

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 advice and training to clinical and non-clinical staff in regard to Clinical Coding requirements.

Reporting Relationships

Responsible to:		←	Other positions reporting to this position:	
005003	Regional Manager Health Information HSO Level G-7		615670	Health System Support Officer HSO LG-5
			615874	Coordinator Freedom of Information HSO LG-5
			616824	Clinical Coder HSO Level G-4
			616959	Clinical Coder HSO Level G-4
This position:				
005019	Clinical Coder HSO Level G-4			
Positions under direct supervision:				
	Nil			

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Key Duties/Responsibilities

1. CLINICAL CODING – for each inpatient episode of care

- 1.1. Analyse the medical record content, applying knowledge of medical terminology, anatomy, physiology, procedures and diagnostic interventions to abstract the relevant clinical concepts for clinical classification.
- 1.2. Accurately classify all clinical concepts and justify all codes in accordance with the conventions of International Statistical Classification of Diseases and Related Health Problems, 10th Revision Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI), the Australian Coding Standards (ACS) and national and state coding advice.
- 1.3. Appraise a complete set of assigned codes (disease & procedural) and resultant DRG to ensure optimal representation of the activity of the related episode of care.
- 1.4. Accurately enters coded data into morbidity data system, ensuring resolution of online edits prior to final submission.
- 1.5. Identify and address discrepancies in documentation affecting classification and refer issues requiring clarification to clinicians.
- 1.6. Identify and address discrepancies in non-coding data elements affecting the inpatient data and in some cases code assignment and refer issues concerning clarity to appropriate administration staff.
- 1.7. Identify daily workload priorities, guided by coding deadlines and coding team goals.
- 1.8. Provide simple advice to all levels of the health service, related to conventions of ICD-10-AM/ACHI, interpretation of ACS and national coding advice.

2. TRAINING AND EDUCATION

- 2.1. Maintains a professional standard and undertakes continuing education and professional development as a clinical coder.
- 2.2. Develop knowledge of non-coding data elements as set out in the HMDC Reference Manual in relation to patient registrations and provide advice to health service staff as required.
- 2.3. Develop knowledge of the Admission, Readmission, Discharge and Transfer (ARDT) policy and refer any issues of compliance to line manager.
- 2.4. Develop knowledge of ABF classification systems and basic requirements for both Australian Refined - Diagnostic Related Groups (AR-DRG) classification and Australian National - Subacute and Non-Acute Patient (AN-SNAP) Classification.
- 2.5. Undertakes mentored education activities with clinical and non-clinical staff on inpatient data collection and reporting requirements.
- 2.6. Provides orientation training for new and temporary staff, including advice and instruction in systems and manuals in use.

3. QUALITY IMPROVEMENT

- 3.1. Self-manage validation of coding edits raised through the Hospital Morbidity Data Collection (HMDC) and WACHS quality improvement feedback.
- 3.2. Refer any issues concerning clarity, standardisation and accuracy of the classification system/practice to more senior clinical coding positions.
- 3.3. Undertakes mentored Quality Improvement activities, contributing to the refinement of the service and inpatient data integrity.
- 3.4. Contributes to collaborative forums with clinicians regarding documentation and coding conventions to promote the importance of documentation on the clinical classification process.

4. OTHER

- 4.1. Other duties as directed by Regional Manager Health Information.

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Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Possession of a nationally recognised coding qualification or equivalent competency gained through experience in clinical coding
2. Demonstrated experience in undertaking classification duties for inpatient data collection
3. Comprehensive working knowledge of the Australian Coding Standards
4. Knowledge of medical terminology, human anatomy and disease processes
5. Well developed communication and interpersonal skills
6. Ability to work as part of a team and to meet deadlines
7. Effective analytical and reasoning skills
8. Eligible for/or in possession of a current 'C' or 'C-A' class drivers licence

Desirable

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, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery

Appointment Pre-requisites

Appointment is subject to:

- 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

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