Community | Compassion | Quality

Integrity | Equity | Curiosity

Position Title

Position number: 200006

Clincial Coder

Information Management and Technology

Improving the quality of care delivered to country communities in the here and now. Planning for a future where we unlock the transformative potential of new and emerging health care technologies and opportunities

About the WA Country Health Service

Our Strategic Priorities

- Addressing disadvantage and inequity
- Building healthy, thriving communities
- Delivering value and sustainability
- Caring for our patients
- Enabling our staff
- Leading innovation and technology
- Collaborating with our partners

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.

Position Title: Clincial Coder	Position Number: 200006	Classification: Level G4

Directorate overview

The Information Management and Technology directorate was established to help the organisation drive innovation and deliver new technologies to improve the health of regional and remote communities.

Our Information, Management and Technology team provides digital solutions, infrastructure and data support for WACHS sites. We are committed to providing patients with quality healthcare regardless of location, social or cultural barriers.

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
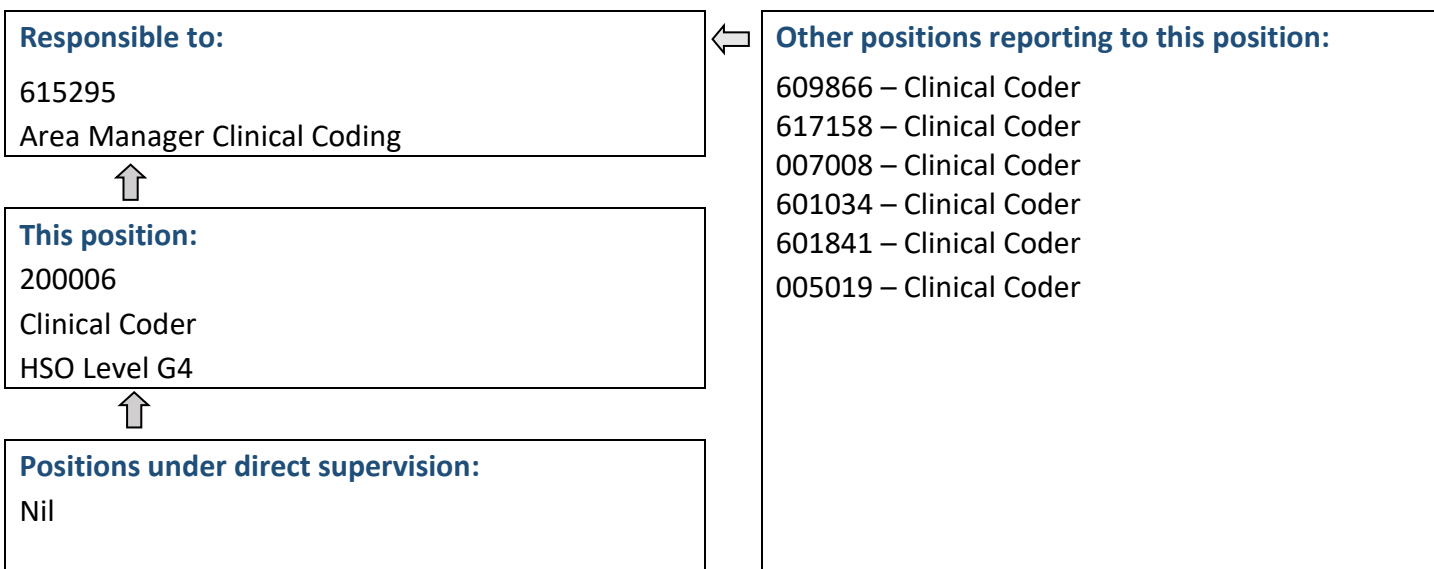
Position Details

Position Number:	200006	Registration Date:	27 February 2023
Classification:	HSO Level G4	Location:	Central Office
Award / Agreement:	Health Salaried Officer's Agreement		
Organisational Context:	Information Management and Technology		

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:

615295
Area Manager Clinical Coding

This position:
200006
Clinical Coder
HSO Level G4

Positions under direct supervision:
Nil

Other positions reporting to this position:

609866 – Clinical Coder
617158 – Clinical Coder
007008 – Clinical Coder
601034 – Clinical Coder
601841 – Clinical Coder
005019 – Clinical Coder

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 –

2.5 Diagnostic Related Groups (AR-DRG) classification and Australian National - Subacute and Non-Acute Patient (AN-SNAP) Classification.

2.6 Undertakes mentored education activities with clinical and non-clinical staff on inpatient data collection and reporting requirements.

2.7 rovides 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 required.

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 admitted 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.

Desirable

1. Tertiary qualifications in Health Information Management or related field.
2. Experience in computerised patient administration systems and Windows based applications.
3. Current knowledge and commitment to Equal Opportunity 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
- Ability to travel within the region as required including overnight stays
- Eligible for / or in possession of a current C or C-A Class drivers licence or other specialised licence class.

**WA Country Health Service –
Central Office**

**27 February 2023
REGISTERED**