

POSITION DESCRIPTION

Clinical Coder



Position Title	Clinical Coder
Facility /Corporate	Campbelltown Private Hospital / Healthscope
Unit/Department	Administration
Classification	As per current EBA
Reports to	Health Information Manager
Accountable to	Administration Manager
Position Summary	The position is responsible for the accurate assignment of ICD-10-AM diagnosis and procedure codes.
Qualifications - Mandatory	<ul style="list-style-type: none"> • Completion of recognised Clinical Coding course
Qualifications - Desirable	<ul style="list-style-type: none"> • Previous experience in the Health sector • Working knowledge of medical terminology. • Health Fund knowledge
Organisational Context	<p>Healthscope is a leading private provider of integrated health services in Australia. We are focused on providing exceptional services to our customers in our private hospitals, pathology services and medical centres throughout the country. We also operate an expanding network of pathology services in New Zealand, Malaysia, Singapore and Vietnam.</p> <p>Our Vision Our vision is to be a recognised leader of quality private healthcare services. In delivering our vision, we know that when we provide service excellence for our patients, everything else takes care of itself. Healthscope operates in an environment where safety and quality are paramount, comfortably balanced against our responsibility to shareholders and stakeholders.</p> <p>Our Core STAR Values Service Excellence, Teamwork & Integrity, Aspiration, Responsibility.</p>
Personal Competencies Required	<ul style="list-style-type: none"> • Customer focus – provision of great service to all customers • Demonstrates effective communication and interpersonal skills • Planning, organizational and time management skills • Ability to work well both independently and in a team environment • Flexibility and adaptability • Computer literacy
Job Competencies Required	<ul style="list-style-type: none"> • Assignment of ICD-10-AM diagnosis and procedure codes in accordance with the Australian Coding Standards
Key Responsibility 1	Clinical Coding and DRG Assignment
Performance Criteria 1	<ul style="list-style-type: none"> • Ensure accurate DRG Allocation to all episodes of care • Ensure ongoing access to up-to-date coding information including Coding Matters, state coding publications and the NCCH coding query database • Elevate poor standard of documentation in records to HIM, to assist coding productivity and data quality • Attend relevant external Clinical Coding meetings and education workshops as required • Participate in ongoing internal education activities relating to clinical coding and

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	<p>casemix</p> <ul style="list-style-type: none"> Participate in internal clinical coding audit activities Ensure processes are met to keep outstanding coding charts are maintained within hospital targets
Key Responsibility 2	Reporting
Performance Criteria 2	<ul style="list-style-type: none"> Complete Cancer registration information for Cancer Registry Assist in the correction of NSW Health Department mandatory reporting submissions as required Assist in the correction of Health Fund mandatory reporting submissions as required Provide Casemix and Clinical coding information reports to hospital personnel on request Assist in extraction and collation of clinical indicators as required
Key Responsibility 3	Quality & Risk Management
Performance Criteria 3	<p>Support the hospital's commitment to patient safety, quality improvement and achievement of accreditation consistent with the requirements of ISO9001 and the National Safety and Quality Health Service Standards (NSQHS) by:</p> <ul style="list-style-type: none"> Active participation in risk reduction program through the identification, notification and review of incidents, risks and associated corrective actions and controls implemented. Be aware of the quality plan for the department and take an active role in quality activities and ownership of designated project Completion of all training associated with the safety and quality system as outlined in the hospital's mandatory training plan, and as directed by the department manager.
Key Responsibility 4	Teamwork
Performance Criteria 4	<ul style="list-style-type: none"> Demonstrate professional, ethical and respectful behaviour and teamwork at all times in accordance with our core values and code of conduct Participate in the relevant departmental meetings, committees, surveys and audits
Key Responsibility 5	Work Health and Safety
Performance Criteria 5	<p>Implements measures to maintain the safety of staff, patients, visitors and self by:</p> <ul style="list-style-type: none"> Complying with organizational WHS policy, infection control standards and policy and procedures Ensuring safe working environment and safe systems of work, Reporting equipment maintenance and failure Being aware of and using material safety data sheets and personal protective equipment (PPE) for the safe management of all body fluids, spills, solutions and chemicals. Comply with all safety guidelines and promptly report hazards or injuries Participate in waste management programs for the reduction and recycling of rubbish in order to support environmental sustainability
Key Responsibility 6	Infection Control
Performance Criteria 6	<ul style="list-style-type: none"> Support the Hospital's commitment to infection control consistent with the requirements of ISO9001 and the National Safety and Quality Health Service Standard 3 – Preventing and Controlling Healthcare Associated Infections Completion of Hand Hygiene Online self- directed learning package on induction Completion of Infection Control annual training as directed.
Appraisal	Appraisal performed at 3 months, from commencement then annually; or when there is a change of position, or any time there is a need to review performance

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Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Position Description authorised by		
Manager Signature	Manager Print Name	Date
Department Head Signature	Department Head Print Name	Date

Employee Acknowledgement		
I hereby acknowledge that I have received a copy of my Position Description and have read the duties and responsibilities that have been outlined. I understand that I may be required to undertake other duties and responsibilities which may from time to time which reasonably form part of my role.		
Employee Signature	Employee Print Name	Date