



## POSITION DESCRIPTION

**Position:** Medical Coder (VCR.13)

**Reports To:** Team Leader - Coding

**Classification:** Band C

### CANCER COUNCIL VICTORIA

Every year, more than 30,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

### DIVISION SUMMARY

The Victorian Cancer Registry (VCR) is a population-based cancer registry that provides comprehensive, accurate and timely information for cancer control by developing and maintaining a high quality, accessible information asset to support epidemiological, clinical, behavioural and health services research and evaluation.

The Victorian Cancer Registry operates several programs to:

- Monitor and publicly report on the occurrence of cancer in Victorian residents and generate descriptive statistics on incidence, mortality, prevalence and survival
- Facilitate clinical, behavioural, epidemiological and health services research; evaluation and policy development
- Ensure comprehensive quality data capture that meets the requirements of the cancer control community
- Facilitate cancer genetics research and the provision of clinical services to families

## **TEAM / TEAM SUMMARY**

The Data Capture team is responsible for the capture of health information associated with cancer notifications to the VCR. Medical coders collect information on all new and recurrent cases of cancer diagnosed in usual residents of Victoria. Notification is mandatory under law and is incumbent on all hospitals, pathology laboratories and radiotherapy services.

A minimum data set is collected for every cancer. Increasingly, additional information is collected on some cancer sites. Tumour information is classified using the International Classification of Disease for Oncology (ICDO). Statistics and trends are then calculated from the classified tumour information.

## **POSITION SUMMARY**

The Medical Coder is responsible for reviewing and analysing information from cancer notifications, translating the information into specific ICDO codes in accordance with VCR business rules and guidelines, and entering the data in the Victorian Cancer Registry information system ensuring a high degree of accuracy. The Medical Coder will also be responsible for administrative tasks associated with processing and maintaining cancer registrations.

The Medical Coder reports to one of the Team Leaders - Coding, who will set priorities and provide support. The Medical Coder will manage their own day-to-day workflow to achieve goals and meet with their leader on a regular basis.

## **KEY RESPONSIBILITIES**

### **Coding of Cancer Registrations**

- Abstract information from multiple sources and translate into clearly defined oncology codes in accordance with relevant VCR protocols and coding resources
- Maintain a high level of attention to detail to ensure integrity and accuracy of coded information imported into the VCR information system
- Participate in VCR quality assurance program to identify and correct errors and discrepancies and contribute to the maintenance of a high-quality dataset
- Manage personal day-to-day coding workflow for allocated cancer sites to meet overall team objectives
- Understand and apply all relevant privacy and confidentiality protocols and practices while working with registry data

### **Problem Identification and Resolution**

- Actively contribute to the review, development and implementation of coding procedures and practices
- Identify opportunities to improve workflow processes.
- Liaise with primary information providers to resolve discrepancies or clarify information required to complete coding of specific cases.

### **Ongoing Learning / Knowledge Sharing**

- Share knowledge of cancer coding with new VCR staff, and act as a learning mentor during their training
- Engage in two-way knowledge sharing with colleagues to enhance skills in data manipulation, use of the registry databases, coding of difficult cases etc.
- Participate in relevant ongoing education provided by the Training & Quality Assurance Manager or as on-line or self-learning opportunities
- Maintain and develop skills in data extraction and manipulation including Excel pivot tables and registry-specific software applications

- Maintain current knowledge of contemporary trends and developments in medical coding and classification, especially changes to ICDO

### **Relationship Management**

- Develop and maintain effective, respectful and collaborative working relationships within VCR and the Cancer Council
- Develop and maintain effective working relationships with external partners including hospital Health Information Managers and Clinical Coders and staff at pathology laboratories and interstate cancer registries

### **Other Duties**

- Attend and contribute to VCR staff meetings, and site-specific coding meetings relevant to the staff member's specific areas of expertise
- Accurately maintain allocated section of registry filing systems and contribute to relevant cancer registration administrative duties as required

***Such other duties as directed and consistent with an employee's level of skill, competence and training.***

## **KEY SELECTION CRITERIA**

### **Qualifications, Experience, Knowledge and Skills**

- Completion of the Health Information Management Association of Australia (HIMAA) Introductory ICD-10-AM,ACHI and ACS clinical coding course **or** the HIMAA Comprehensive Medical Terminology course **or** a health science tertiary degree **or** extensive work experience in a health-related field
- Experience working with health-related data including proven skills in data processing and manipulation in Excel or other relevant applications.
- An understanding of medical terminology with the ability to interpret medical content relating to notification documents
- Demonstrated understanding of disease classification systems and the translation of medical descriptive data into codes
- Ability to be thorough and accurate, paying great attention to detail
- Demonstrated ability to effectively communicate with health professionals and other stakeholders with tact, discretion and diplomacy
- Ability to self-manage day-to day tasks and priorities under the overall guidance of Team Leader
- Ability to display initiative and make suggestions in improving procedures and processes
- Demonstrated ability to proactively engage in self-learning practices
- Demonstrated understanding of confidentiality and privacy principles in handling sensitive health information.

### **Desirable Criteria**

- Clinical coding experience
- Experience working in a hospital or medical environment

### **Special Requirements**

- Non-smoker
- Right to Work in Australia
- Satisfactory completion of National Police Check