

POSITION DESCRIPTION

Job Title: Health Information Manager – Coding Auditor & Data Reporting

Last Updated: January 2021 **Reports to:** HIS Manager

1. MISSION, VISION AND VALUES

OUR VISION STATEMENT

To lead transformation in health care inspired by the healing ministry of Jesus

OUR MISSION STATEMENT

As a Catholic health and aged care service our mission is to bring God's love to those in need through the healing ministry of Jesus. We are especially committed to people who are poor and vulnerable.

We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity. We are committed to providing compassionate and innovative care, enabling hope for those we serve.

OUR VALUES

Compassion

Justice

Integrity

Excellence

OUR CARE STATEMENT

Our care is

- Provided in an environment underpinned by Mission and Values.
- Holistic and centred on the needs of each patient and resident.
- High quality, safe, and continuously improved to ensure best practice.
- Innovative and informed by current research using contemporary techniques and technology.
- Delivered by a team of dedicated, appropriately qualified people who are supported in a continuing development of their skills and knowledge, and
- Provided with a commitment to a respect for life according to the Gospel.

2. JOB PURPOSE

To provide a range of services relating to Health Information Management including:

- Coding and DRG assignment
- Coding audits and feedback to staff and health fund auditors
- Data Reporting – HCP, PRS, Clinical Indicators

3. JOB HOLDERS REQUIREMENTS

3.1 Knowledge and Experience Required:

Essential

- Bachelor of Health Information Management (or equivalent)
- Eligible for membership of the Health Information Management Association of Australia

Preferable

- 6 years' experience in ICD-10 AM Coding and DRG assignment
- 1 year experience with SMR systems
- Experience conducting coding and Health Fund DRG audits including feedback to coding staff
- Completion of a clinical coding auditing course

3.2 Practical/Specialist Skills:

- Extensive knowledge and experience with ICD-10AM Clinical Coding and AR-DRGs
- Basic knowledge of SMR systems
- Excellent communication skills
- Good time management skills
- Ability to work as part of a team
- Ability to self-motivate and lead others

4. MAJOR RESPONSIBILITIES

Information Management & Continuum of Care

a. Coding and DRG Assignment

- Allocate disease and procedure codes for each hospital discharge using the current NCCH Australian version of ICD-10/11 AM
- Assign DRGs to all coded records
- Liaise with relevant areas to obtain additional information required to perform coding
- Undertake and participate in coding audits
- Participate in monthly coding meetings
- Perform data collection associated with coding eg- cancer registration, unplanned returns to theatre

b. Coding Audits

- Conduct the daily coding optimisation audit
 - Review episodes for coding optimisation and coding accuracy
 - Manage collection of supporting documents and record outcomes of DRG changes
 - Provide individual and group feedback to coding staff
 - Liaise with CDI regarding opportunities for documentation improvement
- Participate in onsite health fund coding and DRG audits
 - Conduct pre-audit
 - Manage collection of supporting documents
 - Primary contact for discussions with health fund auditors
- Provide support to the Senior Coding Auditors & Educators and HIS Teams across the private division in relation to coding process reviews, application of coding standards, documentation improvement and opportunities for coding education.

c. Data Reporting for St Vincent's Private Hospital Melbourne

- Submit timely activity data to the VIC Health Department in line with guidelines
- Submit timely HCP data to health funds in line with the guidelines
- Submit timely PHDB data to the Private Hospital Data Bureau in line with the guidelines
- Submit timely Clinical Indicator data to ACHS in line with guidelines

Other HIM tasks as required by the HIS Manager

Human Resources

- Acts as a preceptor for new staff, students and trainees
- Participates in annual performance appraisal and regular goal setting
- Welcomes, assists and embraces new and junior staff to the unit
- Demonstrates ongoing commitment to an Equal Opportunity Workplace

Quality & Resource Management

- Demonstrates awareness of cost implication of supplies, equipment etc.
- Participate in the development and implementation of unit based quality activities
- Contributes to the development of unit/ department policies, procedures and programs.
- Undertake a refresher course in privacy annually

Professional Development

- Accountable for personal achievement of 100% competencies as per unit and organisational needs.
- Implement and progress own training and development

Risk & Safety Management

- Ensures the provision of a safe work environment, work practices and minimises risks to self, staff and patients.
- Maintains or exceed standards of infection control, WH&S and legislative compliance
- Accountable for personal knowledge of legislative requirements, policies and procedures in the areas of infection control and WH&S.
- Ensures all work undertaken is within own capacity, experience and training and does not accept duties beyond own abilities or scope of practice.
- Takes immediate action to rectify any unsafe situations or acts, reporting all incidents and near misses according to hospital policy and procedure
- Strictly follows Minimal Lift Policy

Appendix 1 – INHERENT PHYSICAL REQUIREMENTS OF ROLE

HEALTH INFORMATION SERVICES CLERK	
Location: Fitzroy	

Critical Job Demand descriptor	% of time performed.
Constant	> 66% of the time.
Frequent	34% – 66%
Occasional	5% - 33%
Rare	< 5%

CRITICAL PHYSICAL JOB DEMANDS;

- Constant computer use at a sit/stand desk
- Constant bilateral upper limb use for keyboard.
- Constant mouse/key pad use
- Occasional unilateral upper limb use for phone use
- Occasional bilateral upper limb use for transporting hard copy medical records within HIS
- Occasional neck flexion to refer to hardcopy patient files
- Rare lifting up to 4kg (when lifting patient files)
- Rare bending
- Rare squatting when accessing lower shelves for hard copy medical records
- Rare bilateral overhead reaching
- Rare use of foot stool
- Rare pushing/pulling trolley (to transport files/notes within the department)

ROLE DESCRIPTION

The Health Information Manager (HIM) provides a range of services relating to Health Information Management including coding and DRG assignment, coding auditing and data submission.

The Health Information Manager will complete coding and DRG assignment for a period most days of the working week. When completing this task they will review electronic images of medical record forms and will allocate and enter relevant disease and procedure codes for each hospital discharge. The HIM will code 35 to 45 patient episodes per day. Should additional information be required then the HIM may need to liaise with other departments and external services by phone or in person. This role is sedentary in nature, requiring periods of constant computer use in the sitting and standing positions at a sit stand desk.

Coding and DRG auditing is performed for a period of time each morning by viewing electronic images of medical record forms and entering/deleting codes using the keyboard. The HIM may need to liaise



with other departments and external services and consulting rooms by phone, email or fax. At times coding and DRG audits involve review of paper medical records which are transported to and from the clerical office by trolley or carrying. During a health fund audit the HIM is required to audit the coding and DRGs of 100 episodes over a number of days. Health fund audits can occur up to once a month.

The HIM will perform data submission tasks on a monthly basis. The data is extracted online and the HIM will submit PRS/2 data to the Victorian Department of Health, submit HCP data to health funds and submit PHDB data to the Private Hospital Data Bureau. On occasions data definitions and the scanned medical record may need to be viewed to verify data is correct. Clinical Indicator data is submitted in March and September each year to ACHS. The HIM will liaise with other departments monthly on manual collection of some clinical indicators and verify data is in line with definitions. Most clinical indicators are generated electronically and require only verification by the HIM. There is a stronger focus on clinical indicators leading up to March and September submission dates. Data related tasks are sedentary in nature, requiring periods of constant computer use in the sitting and standing positions at a sit stand desk.

Employee Position Declaration

I _____ have chosen to accept the offer of
(Please write your full name)

employment at St Vincent's Private Hospital Melbourne.

In accepting this offer I have read and understand fully the Position Description and Inherent Physical Requirements of the position. I confirm that I have provided St Vincent's Private Melbourne with true and correct and fulsome information; and to the best of my knowledge, have not withheld any information concerning my past or present state of health. I confirm that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I understand that if I provide any incorrect or misleading information, or there is any material omission, it may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I also understand that this is separate to the Employment Contract that I will sign, outlining the terms and conditions of my employment.

Signature

Date