



## POSITION DESCRIPTION

<b>Core Mercy Values:</b>	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
<b>Position title:</b>	Health Information Manager	<b>Employee name:</b>	
<b>Entity/Group:</b>	Werribee Mercy Hospital	<b>Date:</b>	
<b>Business Unit/Department:</b>	Health Information Services		
<b>Position reports to:</b>	Manager – Health Information Services	<b>Positions reporting to this one:</b>	
<b>Position Purpose:</b>	Timely and accurate completion of the monthly coding by the specified deadline and in accordance with Australian Coding Standards. Compilation and reporting of monthly Hospital Statistics to Management, MHAC Board and DHS on a rotational basis. Timely submission of Clinical Indicators.		
<b>Qualifications:</b>	Bachelor of Health Information Management or its equivalent		
<b>Resource management:</b>	<b>Total staff management (FTE):</b>		
	<b>Annual Operating Expenditure:</b>		
	<b>Annual Capital Expenditure:</b>		

<b>Mandatory Organisational Competencies</b>	<b>Personal Competencies</b>	<b>Job Competencies</b>
• Orientation (on commencement).	• Commitment to the Mercy values.	• Comply with the requirements of the annual organisational mandatory and role related competencies policy and procedure.
• Diversity & Equity (annual).	• Demonstrated ability to build relationships with people at all levels.	• Excellent knowledge of ICD-10-AM and the Australian Coding Standards.
• Emergency Procedures (annual).	• Ability to work collaboratively as part of a team.	• A good understanding of the impact of poor documentation on coding and revenue.
• Work Health & Safety (annual).	• Capacity for constructive self-reflection and learning from actions and feedback.	• An understanding of the Victorian Casemix Funding Model.
• Infection Control (annual).	• Highly developed leadership skills.	• A sound knowledge of external reporting requirements.
	• Attention to detail.	• Ability to partake in Quality / Auditing activities.
	• Reliability.	
	• Ability to meet deadlines and work under pressure.	
	• Well-developed interpersonal and organisational skills.	
	• Ability to be self-directed and maintain progress in multiple activities at the same time.	
	• Ability to use initiative and be flexible.	

<b>Generic Requirements</b>
• Act professionally and in accordance with the Mercy Health Code of Conduct
• Maintain clinical registration (where applicable)
• Participate in annual performance development review (PDR) process

<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
<ul style="list-style-type: none"> <li>• <b>Demonstrates and upholds the Values and Mission of Mercy Health.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the values of Mercy Health are incorporated into daily work practices for all staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows compassion and provides support to staff and customers.</li> <li>• Consistently shows respect and values each person's dignity.</li> <li>• Seeks opportunities to be innovative for improvement.</li> <li>• Communicates openly and honestly as an effective member of the leadership team.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Demonstrates leadership in the area of safety, quality &amp; risk and contributes to organisational quality and safety initiatives.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a safe environment for patients/self/colleagues and members of the public.</li> <li>• Escalate concerns regarding safety, quality &amp; risk if/where they are outside of delegated authority.</li> <li>• Implement and participate in evaluation and continuous improvement and clinical indicator processes.</li> <li>• Demonstrate and champion the principles of Person Centred Care: <ul style="list-style-type: none"> <li>○ Respect &amp; Dignity</li> <li>○ Information Sharing</li> <li>○ Participation</li> <li>○ Collaboration</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments completed and controls implemented.</li> <li>• Incident/s reported as soon as practicable.</li> <li>• Undertake incident investigations.</li> <li>• Injured employees are managed within Guidelines.</li> <li>• Orientation records.</li> <li>• Training records.</li> <li>• Accreditation outcomes.</li> <li>• Patient satisfaction and experience survey results.</li> <li>• Participate in implementation and delivery of annual quality plan and business plan.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Coding</b> <ul style="list-style-type: none"> <li>○ <b>Timely and accurate completion of allocated monthly coding.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Consistently maintain coding throughput and coding accuracy.</li> <li>• Read all coding correspondence / advice and attend Coding Updates and Workshops.</li> </ul>	<ul style="list-style-type: none"> <li>• Coding to be completed accurately by the 3rd working day after the end of the month.</li> <li>• Maintain knowledge of Coding Standards and Conventions.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Statistics</b> <ul style="list-style-type: none"> <li>○ <b>Compilation, validation and reporting of monthly Hospital Statistics on a rotational basis (every third month).</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Maintain knowledge of external reporting requirements and Admission Policy (VAED, PRS).</li> <li>• Run error reports. Ensure that all errors are fixed and notify users of errors.</li> <li>• Submit data by external deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Internal KPIs.</li> <li>• Transmit and Reconcile PRS/2.</li> <li>• Extract and input AIMS data.</li> </ul>

<b>Key Result Areas</b>	<b>Key Activities</b>	<b>Standard Measures</b>
<ul style="list-style-type: none"> <li>• <b>Casemix Maximisation and Analysis</b> <ul style="list-style-type: none"> <li>○ <b>Ensure that maximum WIES reimbursement is achieved for each patient episode.</b></li> <li>○ <b>Conduct Casemix Analysis for Management.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Code all episodes in accordance with Australian Standards.</li> <li>• Return records to Clinicians to obtain more specific detail (diagnosis and procedures) when documentation deficiencies are identified.</li> <li>• Participate in Educating Hospital staff on Casemix funding.</li> <li>• Analyse and compare WIES, LOS, Occupancy and Separations by Unit (eg. SCN) to identify trends and to suggest areas for improving acuity and occupancy rates.</li> </ul>	<ul style="list-style-type: none"> <li>• Code each episode to the appropriate DRG.</li> <li>• Liaise with Clinical staff regarding medical documentation deficiencies and the potential impact on coding and Casemix.</li> <li>• Provide management with data on particular wards, units and doctors.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Clinical Indicators</b> <ul style="list-style-type: none"> <li>○ <b>Prepare and submit data for Clinical Indicators.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Extract data according to indicator definitions.</li> <li>• Liaise with Clinical and Non-Clinical staff regarding the collection and submission of CI data and assist with interpretation of Clinical Indicator results.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Clinical Indicators by specified dates.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Teamwork</b> <ul style="list-style-type: none"> <li>○ <b>Actively participates in teamwork.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Be an active Team Member at all times.</li> <li>• Offer assistance to others to achieve unit deadlines.</li> <li>• Provide support to other Team Members for completing Unit Projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes team work within the Unit and shares portfolio responsibilities.</li> <li>• Is flexible and willing to assist other team members to achieve Unit goals.</li> </ul>

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_