

## POSITION DESCRIPTION

# SNSWLHD - Clinical Coder Educator Auditor

### Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

**Collaboration, Openness, Respect and Empowerment.**

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Administration & Health Records   Health Records and Information   Medical Records Management
Website	<a href="http://www.snswlhd.health.nsw.gov.au/">www.snswlhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

Lead, design and implement coding capability building initiatives including education, audit, analysis and advice to create an effective internal control environment which ensures clinical documentation is complete to meet statutory compliance, patient safety and activity based funding requirements and to optimise revenue through activity reporting whilst managing the clinical coding workforce within your half of the District.

## ESSENTIAL REQUIREMENTS

- Demonstrated current, high level experience in Clinical Coding at a HIMAA Advanced level using ICD-10-AM current edition with extensive understanding of the relationship between clinical coding, Casemix, DRG classifications systems and Activity Based Funding.

## KEY ACCOUNTABILITIES

- Manage the design, implementation and monitoring of audit and risk management initiatives to reduce clinical documentation vulnerabilities and ensure compliance with coding standards through visible structured planning.
- Locate, analyse, synthesise and report on coding data, trends and metrics to deliver improved clinical coding results which meet or exceed KPIs.
- Use listening, influence and collaboration to understand, create synergy and bridge the knowledge gap between the information recorded by clinical workforce and how this is interpreted and coded.
- Manage, develop and deliver education, frameworks and resources to build capability in clinicians and coders within your half of the District.
- Provide authoritative expert advice, information, subject matter expertise and guidance to clinical and coding staff and managers to resolve complex coding queries and assignment conflicts, support the discharge of clinical record keeping and coding responsibilities and promote best practice.
- Lead, plan and deliver internal coding meetings which nurture and support participants, encouraging a culture of respectful and open discussion and represent the organisation on external clinical coding/ leadership group/s.

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- Foster positive relationships with external clinical coding services to continually extend, improve and innovate the overall services provided in line with current trends and best practice.

## KEY CHALLENGES

- Day to day management of the Clinical Coding and other Health Information Department staff within your sector, including performance management and professional development, recruitment and rostering.
- Influencing staff (particularly medical staff) to change entrenched clinical documentation behaviours to improve the quality of what is recorded leading to improved clinical coding results.
- Cultivate a motivating and high performing culture among coders through ethical, empathetic and considered feedback around coding, improvements and/ or errors.

## KEY RELATIONSHIPS

Who	Why
Manager	Receive direction, escalate issues and share information
Team, Coders	Lead and participate in meetings, share information, coordinate workload, provide advice, education, support and supervision
Clinical staff responsible for records which require coding	Listen, build relationships and capability, influence, receive enquiries, provide education, information, advice and subject matter expertise
NSW Health	Manage relationship, act as a contact point for admitted patient data corrections, participate in meetings, committees and project groups as required.
Coding platform provider/s	Manage relationship, act as contact point, receive support and issues resolution, share information.

## SELECTION CRITERIA

1. Demonstrated current, high level experience in Clinical Coding at a HIMAA Advanced level using ICD-10-AM current edition with extensive understanding of the relationship between clinical coding, Casemix, DRG classifications systems and Activity Based Funding.
2. Demonstrated advanced experience developing strategies and creating solutions which deliver timely and accurate coding outcomes in an Activity Based Funding and management environment over a range of DRGs including higher complexity/ larger locations.
3. Evidence of advanced interpersonal, written and verbal communication skills including, negotiation, reporting and presentation skills.
4. Demonstrated passion for coding, highly developed ability to self-manage and a positive "can-do" attitude.
5. Evidence of a strong clinical literacy and the ability to influence clinical staff.
6. Demonstrated advanced understanding and experience in developing and delivering education and support to a range of staff including across a large geographic area.

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7. Evidence of attention to detail in monitoring, analysing, forecasting and reporting coding metrics that positively influence business outcomes.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.
- All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.
- All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.