

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Clinical Coder</b>
<b>CLASSIFICATION:</b>	Level 6-9 SJGHC HSU Health Professionals, Administrative, Clerical and Technical Enterprise Agreement
<b>REPORTS TO:</b>	Departmental Manager/Supervisor
<b>PERFORMANCE AND DEVELOPMENT PLAN:</b>	
<i>Conducted during the first 3 months from time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.</i>	

### **ST JOHN OF GOD HEALTH CARE MISSION AND VALUES**

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

#### **1. PURPOSE OF POSITION**

To be principally responsible for the coding of all inpatient discharges according to National Coding Standards.

#### **2. POSITION REQUIREMENTS**

##### **2.1 Mission**

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.

- Caregivers are required to act in accordance with the standards of behaviour outlined in the SJGHC Code of Conduct document.

## **2.2 Clinical Coding**

- Assigns and records diagnosis and procedure codes for all inpatient discharges using International Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification and The Australian Classification of Health Interventions (ACHI).
- Attends and actively participates in continuing education programs relevant to clinical coding, including regular peer reviews.
- Liaises with doctors when a diagnosis is not clear or if stated diagnoses are not in agreement with information obtained from various diagnostic reports, summaries and case notes.
- Participates in the completion of hospital and HDWA edit checks.
- Maintains workload statistics.
- Episodically groups any casemix funded episodes.
- Utilises the 3M Codefinder (or similar system) to ensure accurate code and DRG assignment.
- Follows up outstanding coding daily to ensure records are coded within an appropriate time frame.
- Researches and reconciles (as necessary) any ungroupable records as identified by the grouper.
- Researches and reconciles (as necessary) any queries as identified by the PICQ Edit Software.
- Researches and reconciles any queries from the Health Department of Western Australia in regard to the Morbidity Data Extract.
- Assists with researching and reconciling queries from the Health Fund Team regarding individual Health Fund Queries.
- Assists with training and orientation of new clinical coding staff.

## **2.3 Clerical Support**

- Assists with medical record retrievals and other enquiries as required.

## **2.4 Professional Development**

- Attends relevant training sessions offered by SJGHC. Recognises the necessity to continually develop skills and acquire additional knowledge appropriate to the position.
- Achieves mandatory annual hospital competencies and assumes responsibility for record maintenance.
- Actively seeks opportunities for further professional development.

All other reasonable duties as directed by Manager/Supervisor.

## **3. Team Work**

- Participate as a valued team member promoting and contributing to a supportive team environment.

## **4. Communication**

- Communicate effectively with all customers and patients using the

appropriate channels, utilising appropriate formal and informal channels of communication.

## **5. Quality and Risk**

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service.

## **6. Occupational Health and Safety**

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimise hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

## **7. Environment**

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

## **SELECTION CRITERIA**

### **Essential**

- Ability to work within and contribute to the Mission and Values of St John of God Health Care
- Minimum one year of recent clinical coding experience in a tertiary or secondary hospital
- Completed the Health Information Management Association of Australia (HIMAA) Certificate IV in Clinical Classification or equivalent
- Sound knowledge and understanding of casemix and diagnosis related groups (DRG)
- Demonstrated ability to work independently and as part of a team
- Demonstrated sound computer skills using MS Office Suite
- Demonstrated effective written, verbal and interpersonal skills.

### **Desirable**

- Previous experience with Patient Administration Systems and Clinical Information Systems.
- Knowledge of the ACHS Accreditation process and a commitment to quality improvement.