

<b>Position:</b>	Clinical Coder
<b>Reports To:</b>	Manager, Health Information Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
<b>Minimum Qualifications:</b>	Clinical Coding Certificate (Clinical Coder)

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### **ORGANISATIONAL MISSION, VISION AND VALUES:**

#### **Our Mission**

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

#### **Our Vision**

Creating healthier communities

#### **Our Values**

##### **Integrity**

- We will be open and honest and will do the right thing for the right reason.

##### **Innovation**

- We will be an industry leader by breaking new ground and improving the way things are done.

##### **Collaboration**

- We will actively work together in teams and partnerships.

##### **Accountability**

- We will take personal responsibility for our decisions and actions.

##### **Respect**

- We will value all peoples' opinions and contributions.

##### **Empathy**

- We will endeavour to understand other peoples' feelings and perspectives.

### **PRIMARY OBJECTIVES:**

- Coding of discharged patient medical records utilising the 3M Codefinder as per Australian Coding Standards
- Participate in an ongoing auditing program with a focus on coding quality and optimising health service revenue
- Participate in clinician education on DRG allocation, coding and documentation standards
- Management of delegated Health Information tasks

### **DUTIES AND RESPONSIBILITIES:**

- Ensure internal and external coding and information management reporting is of high quality, relevant, accurate and per agreed timeframes

- Support the implementation of quality assurance audits and data integrity audits in relation to Coding and Classification
- Ensure Coding policies and procedures are updated per agreed timeframes
- Promote awareness and monitor data quality across Western District Health Service
- Create, foster and promote a high performing culture within Health Information Service
- Continuously evaluate system and process efficiency and improvement opportunities
- Assist with the training of Health Information Management students from La Trobe University
- Identification of data through coding process for audit and clinical indicator reporting
- Participate in the statutory reporting of patient activity through statewide reporting systems of PRS2 and cancer registration
- Assist with the management of discharge summaries in conjunction with Manager, Health Information
- Develop and maintain positive working relationships with internal and external stakeholders
- Represent Health Information Services on designated internal forums and external forums where required
- Be an active member of the Health Information Department team with regard task management and communication
- Any other duties as required by Manager, Health Information Services or delegate
- Clinical coder
  - Is well organised
  - Has excellent time management skills
  - Seeks out regular feedback to continuously improve
  - Leads by example
  - Is responsive and has a strong service focus

### **Occupational Health and Safety Responsibilities**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if

required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>

### Other Requirements

- Current police check is required for this role
- Current driver's licence is required for this role

### Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>People &amp; Culture Department use only</i>	HI_Coder_JD03
<b>Date revised:</b> <i>People &amp; Culture Department use only</i>	2003, 2008, Jan 09, Jan 14, Oct 17, Jun 21

**When revised please forward electronic copy to:**  
People & Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)