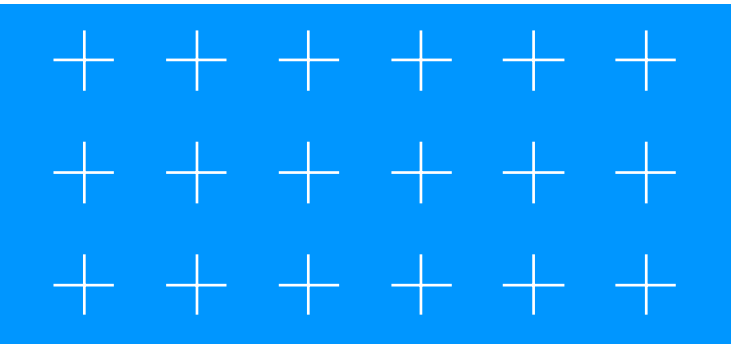




**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
every day.**

**Join The Royal  
Melbourne Hospital**



## **Position Description**

**Health Information Manager /  
Clinical Coder**



## About The Royal Melbourne Hospital

As one of Victoria’s largest public health services, The Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

### Our Vision

Advancing health for everyone, every day.

### The Melbourne Way

At The RMH we’re inspired by our vision of Advancing health for everyone, every day. While we’re each going about our different roles, we’re united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

#### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

#### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

#### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



# Position Description

<b>Position Title:</b>	Health Information Manager / Clinical Coder
<b>Service:</b>	Health Information Services
<b>Location:</b>	The Royal Melbourne Hospital, City Campus
<b>Reports To:</b>	Coding and Casemix Manager
<b>Enterprise Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016–2020
<b>Classification:</b>	HEALTH INFORMATION MANAGER GRADE 2 (EP67 - EP70)
<b>Immunisation Risk Category:</b>	Category C
<b>Date of Review:</b>	August 2021

## Position Purpose

- ICD-10-AM andACHI Coding and Grouping using 3M Codefinder software
- Coding and Casemix audits
- Casemix education to clinical staff
- Casemix related activities
- Other duties as required by Coding Manager

## Key Accountabilities – Position Specific

- Coding of inpatient episodes, using ICD-10-AM, ACHI coding and AR-AR-DRG classification in accordance with Australian and Victorian Coding Standards
- Achievement of internal and external coding deadlines. Assist in completion of outstanding diagnosis coding as a priority
- Data entry of codes onto Patient Administration System
- Completion of cancer registry, where necessary
- Coding and grouping of inpatient episodes, using ICD-10-AM classification and 3M Australian Grouping and Coding Applications software in accordance with Australian and Victorian Coding Standards
- Check and verify each AR-DRG assigned at the time of coding
- Participation in regular and adhoc meetings with clinical units regarding casemix, coding and documentation issues
- Respond to requests for coded information as required
- Record coding audit episode details on the Coding Audit Database for answered clinician coding queries, PICQ errors and AR-DRG target audit results
- Report on audit results to the Coding and Casemix team
- Liaison with unit heads regarding medical documentation; deficiencies and impact on Coding and Casemix to ensure optimal funding is received at episode level
- Complete the cancer registration process for all relevant cancer patients at the time of coding
- Prepare and present relevant educational material to coding team and clinical staff
- Attend and participate in clinical unit meetings as required
- Participate in intern orientation where required
- Attendance at, and participation in Coding and Casemix team meetings



- Supervision and training of student coding placement
- Adherence to State and National Coding Standards and practice
- Adherence to Australian standards for ethical coding
- Adherence to the Victorian Criteria for Reporting
- Reviewing PRS/2 Coding Rejections and Warnings and updating coding as required
- Processing PICQ errors and active improvement to reduce the number of PICQ related coding errors
- Undertake special projects directly related to coding, as required
- Assist other Health Information Services staff with queries and problems, as necessary.
- Reporting to the Coding and Casemix Manager, 3M Australian Grouping and Coding Applications software pathway errors, hyperlink errors or other relevant errors that require review
- Complete ad-hoc projects as directed by the Coding and Casemix Manager
- Attendance at meetings relevant to any coding/casemix analysis being undertaken
- Other duties as requested by the Director, Health Information Services.
- Adherence to the Australian Code of Ethics for Clinical Coders
- Ensure timely completion of coding to meet the internal KPI deadline while maintaining an acceptable standard of quality
- Working with the coding team to meet internal NWAU targets
- Being aware of outliers and other data indicators at the time of coding, to ensure diagnosis or procedure codes accurately reflect the episode of care. Where necessary seek clarification through the coding query/audit process if documentation is unclear
- Performing internal AR-DRG target audits to ensure accurate code assignment and AR-DRG grouping of inpatient episode to optimise funding
- Participating in internal coding consistency education
- Keeping up to date with State and National coding advice
- Participating in coding edition update education workshops
- Attending and participating in HIMAA conferences

## Key Relationships

### Internal

- Liaison with unit heads regarding medical documentation; deficiencies and impact on Coding and Casemix.
- Prepare and present relevant educational material
- Attend clinical unit meetings as required
- Participate in intern orientation where required

### External

- Department of Health and Human Services, including Victorian Agency for Health Information

## Key Selection Criteria

### Formal Qualification(s) and Required Registration(s):

- Bachelor of Health Information Management, Bachelor of Applied Science (HIM) or Diploma of Medical Record Administration or Completion of recognised Clinical Coding course

### Essential:

- Eligible for membership of the Health Information Association of Australia (HIMAA)
- Demonstrated experience coding moderate to complex inpatient episodes using ICD 10 AM
- Sound knowledge of Australian and Victorian Coding Standards
- Thorough understanding of the Victorian Admitted Episodes Dataset, the Policy and funding guidelines and the Criteria for Reporting





- Excellent communication skills, written and verbal
- Strong interpersonal skills

**Desirable:**

- Previous tertiary hospital experience

## Required Capabilities

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

<i>Capability Name</i>	<i>Attainment Level</i>
Organisational savvy	Mastery
Communicating effectively	Consolidation
Building relationships	Mastery
Patient and consumer care	Consolidation
Working safely	Mastery
Utilising resources effectively	Mastery
Innovation, continuous improvement and patient safety	Mastery
Adaptability and resilience	Consolidation
Integrity and ethics	Mastery
Delivering results	Mastery
Analysis and judgement	Mastery
Developing and managing skills and knowledge	Mastery

## Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to The RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with The RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;



- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

## The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in The RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

## Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

## Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



## Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

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Employee Signature

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Employee Name (please PRINT IN CAPITALS)

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Date (day/month/year)