

Austin Health Position Description



Position Title: Health Information Manager

Classification:	Health Information Manager Grade 2
Business Unit/ Department:	Health Information Services, Casemix Department
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 - 2020
Employment Type:	Full-Time
Hours per week:	38 hours per week or 40 hours per week with ADO
Reports to:	Coding Manager
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	September 2021

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising of the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors, 3,000 nurses and 1,000 therapy & science Allied Health staff, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

About Health Information Services

The role of Health Information Services (HIS) is to provide a complete and accurate health information service to patients, staff and the community in a polite and prompt manner for the overall benefit of patient care.

HIS consists of Medical Record Operations, Casemix/Coding Services, Data Group and Corporate Records Management. The Service has a staffing of approximately 58 EFT located over three sites.

Amongst its functions, HIS provides medical record scanning, retrieval, medical typing, morbidity data collection, release of patient information including Freedom of Information and is a resource centre for and Activity Based funding information.

In addition to the services outlined above, Health Information Services is responsible for the management of mandatory reporting including Elective Surgery Information System (ESIS), Victorian Ambulatory Casemix (VACS) and Victorian Admitted Episodes Dataset (VAED).

Position Purpose

- Carry out morbidity classification of discharged patients using ICD-10-AM andACHI, including associated National and State Standards
- Completion of Unit Audits and Targeted Audits
- To participate in Austin Health Coding Education Program, in order to improve coding quality for reporting, funding and research purpose

Purpose and Accountabilities

Role Specific:

- To carry out high quality morbidity classification of discharged patients using ICD-10-AM 11th edition
- To participate in Austin Health's casemix audit programs
- To participate in the comprehensive and ongoing education program that is developed and implemented for Health Information Managers/Clinical Coders
- To ensure that coding is completed in order to meet internal and external deadlines
- To optimize the quality of the coding by participating in and taking responsibility for continuous quality improvement strategies and audits
- To maintain current knowledge of developments in all aspects of health Information management

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection Criteria

Essential Knowledge and skills:

- Bachelor of Health Information Management or other equivalent qualification
- Eligibility for full membership to the Health Information Management Association of Australia
- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence
- Excellent clinical coding skills using ICD-10-AM 11th edition and a good understanding of Casemix/Diagnostic Related Groups (DRGs)
- Ability to determine priorities and organize workload effectively and efficiently
- Well-developed interpersonal skills and the ability to work well as member of a large team
- Well-developed written and verbal communication skills
- Well-developed problem-solving skills and the ability to resolve conflict
- Knowledge of legislation, policies and standards relevant to HIS
- Knowledge of medical record systems including computer systems
- Possession of the following personal qualities: motivation, flexibility, initiative, reliability and professionalism
- Minimum of one year coding in a tertiary hospital environment

Desirable but not essential:

- Knowledge/experience with Infomedix Scanned Medical Record and Cerner systems

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	