

POSITION DESCRIPTION

POSITION TITLE:	Senior Health Information Manager
CLASSIFICATION:	Grade 3 SJGHC Health Professionals (Vic Hospitals) Enterprise Agreement
REPORTS TO:	Manager HIS
PERFORMANCE AND DEVELOPMENT PLAN:	<i>Conducted during the first 3 months from the 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

Lead and provide support to the Health Information Services team to deliver a quality Health Record / Health Information Service to key internal and external customers.

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 Health Information Services

- Code discharged inpatient episodes using ICD-10-AM and the Scanned Health Record system.
- Liaise and collaborate with Clinical Documentation Specialist.
- Assistance with documentation and casemix education.
- Coordinate and undertake submission of mandatory and registry reporting.
- Assist with the coordination of health record forms.
- Management of privacy request processes.
- Conduct privacy and documentation presentation at Hospital Orientation.
- Ensure and maintain confidentiality of information in the health record.
- Analyse and respond to health fund queries and audits.
- Preparation of Craft Group data.
- Provision and analysis of activity/research reports and data.
- Guidance of HIS clerical team as required.
- Assist with recruitment.
- SHR and webPAS training.
- SHR and webPAS testing.
- Administration of typing service errors and queries.
- Manage and maintain Health Information Services, in the absence of the Manager, Health Information Services.

All other reasonable duties as directed by the Manager.

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 minimize 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 a 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

- Willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Bachelor of Applied Science Health Information Management or equivalent.
- Minimum of 2 years' coding experience.
- Display personal attributes of self-motivation, initiative, reliability and capacity to work independently as well as part of a team.
- Advanced written and verbal communication skills – including sound computer skills.
- Exemplary communication and customer service approach.
- Commitment to on-going education and self-directed learning.
- Planning and organisational skills.
- Flexibility to accommodate the changing needs of the department.

Desirable

- Private hospital experience.
- Team management.