

Clinical Coder

Position Title:	CLINICAL CODER	
Employment status & hours		
Contract End Date: <i>(if relevant)</i>		
Department & Cost Centre:	Medical Records, cost centre 1416	
Service:	Commercial Services	
Reports to:	Medical Records Clinical Coding Manager	
Award:	Enterprise Agreement	
Classification:	Clinical Coder	
Grade / Level:		
If new position, specify grading approval:		
Employment Screening	Working With Children Check :	
	Q1. Does the position primarily involve direct contact with children? (ie, face to face) :	NO
	Q2. Is this contact directly supervised? :	N/A
	Physical Assessment :	NO
	Psychometric Testing :	NO
Risk Categorisation for Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases:	List B	

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SCOPE OF POSITION:

Code health care records using ICD-10-AM on the 3M Code finder and grouper Software. Assist in the collection of data as required and participate in the auditing process.

ACCOUNTABILITIES:

- Code health care records in accordance with the ACCD standards and guidelines, NSAHS guidelines and Sydney Adventist Hospital coding authority.
- Participate in regular coding audits & quality improvement activities
- Liaise with clinicians and other professionals to clarify and seek further clinical information regarding coding queries.
- Respond to internal and external departmental requests for information as required
- Assist with of histology reports received, mail received and any operation reports if required
- Ensuring that all admissions are coded within a timely manner and within the targeted timeframe as set by department management
- Participate in quality improvement projects for the department including coding auditing, clinical verification and doctor liaison
- Take part in regular professional development days
- Provide assistance with other processes in the department when required
- Abide by the Confidentiality Agreement

ATTRIBUTES:

- **AHCL Mission**– Demonstrates understanding and support of the mission of Adventist HealthCare through consistent words and action.
- **Communication Skills** – Effectively demonstrates competence in utilizing oral and written skills in presentation of ideas and listening to others.
- **Continuous Improvement** - Demonstrates a commitment to process, quality and people improvement initiatives. Actively promotes a safe environment and workplace.
- **Customer Service** – Handles all customers effectively by listening to customers needs, acting to meet those needs and checking to ensure needs have been met.
- **Dependability** – Work performance is of a consistent and competent standard.
- **Developing People** – The ability to actively work with and coach others in order to create individual growth and development in line with organisational needs. Encourages others to explore solutions for themselves.
- **Flexibility** – Demonstrates the ability to adapt to change in both job function and work environment.
- **Information Analysis and Processing** – Demonstrates a competence in being able to analyse information relevant to job role and facilitate its appropriate distribution.
- **Initiative** – Demonstrates capability to undertake action independent of specific instructions. Self-starter. Seeks a new and better way.
- **Innovation and Change** – Takes risks in challenging assumptions, generating and implementing imaginative solutions that transform the status quo. Is proactive in dealing with change by managing potential conflict, supporting the team and monitoring progress.

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- **Monitoring** – Sets up and uses monitoring systems to regulate the activities of self and others. Takes corrective action in a timely manner.
- **Planning and Organisation** – Demonstrates ability to prioritise work assigned, manages workflow and completes assignments on a timely basis.
- **Professional Development** – Demonstrates competent and up to date knowledge in the employee's technical and professional area.
- **Safety** – Demonstrates through actions, a thorough understanding of safe work practices with regard to tasks being undertaken.
- **Teamwork** – Ability to effectively interact with team members, peers and management is clearly demonstrated. Participates as an effective member in meeting the team's aims.

HUMAN RESOURCE MANAGEMENT

Equal Employment Opportunity

Staff who become aware of or suspect of any inequity in the organisation either in employment or service delivery, are requested to report the matter to their manager and/ or supervisor or Human Resources.

WHS (Work Health and Safety) Responsibilities at Adventist HealthCare

All persons in the workplace have a legal responsibility for the health, safety and welfare of persons in that workplace, including contractors and visitors. All persons will be held accountable for their responsibilities.

Employees are accountable for, and required to:

- Comply and participate in all AHCL policies, procedures and instructions, to ensure that their actions or omissions do not place themselves and others at risk and enables AHCL to comply with the legislative requirements and to Do No Harm;
- Identify and report all incidents, accidents and injuries, prior to completion of work on that day;
- Report any unsafe conditions or hazards which come to their attention and address where possible;
- Participate in team meetings, risk assessments, and consultation; and
- Attend compulsory and relevant training.

SELECTION CRITERIA

Essential

- Completion of medical terminology and clinical coding qualification through HIMAA or OTEN or a Health Information Management Degree
- Minimum 2 years coding experience in a tertiary level hospital
- Experience using 3M Codefinder
- Ability to achieve deadlines
- Well organised and ability to prioritise workload
- Good communication and interpersonal skills
- Ability to work both in an unsupervised environment and within a team.

Desirable

- Experience with electronic medical records
- Training in ICD 10AM 11th edition

DECISION MAKING AND AUTHORITY:

- Assist with reducing timeframes for coding

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- Determine the most accurate diagnoses and procedures being mindful of statutory guidelines, clinical importance and funding

ORGANISATIONAL CHART:

[Adventist HealthCare Limited Organisational Charts](#)

LEARNING AND DEVELOPMENT

Mandatory Training

I undertake to:

- Be orientated to the organisation via the Formal Orientation Program
- Complete annual Fire Awareness and Emergency Evacuation training
- Complete annual Non-Clinical Infection Prevention and Control training

As the occupant of this position, I have read, understand and agree to fulfil the requirements contained in the position description. I understand that other duties (within the scope of my calling) may be directed from time to time and that I may be required to work in any area under the jurisdiction of Adventist HealthCare Limited. Adventist HealthCare Limited supports a smoke free environment by prohibiting staff, patients and visitors from smoking within buildings and hospital vehicles. I agree to make myself familiar with and observe Adventist HealthCare's laws, rules, regulations, policies and procedures, as amended from time to time. I agree to make myself familiar with and observe Adventist HealthCare laws, rules, regulations, policies and procedures, as amended from time to time.

Name of Employee (Print):

Signature of Employee:

Date:

Signature of Manager:

Date: