

Clinical Coder Position Description

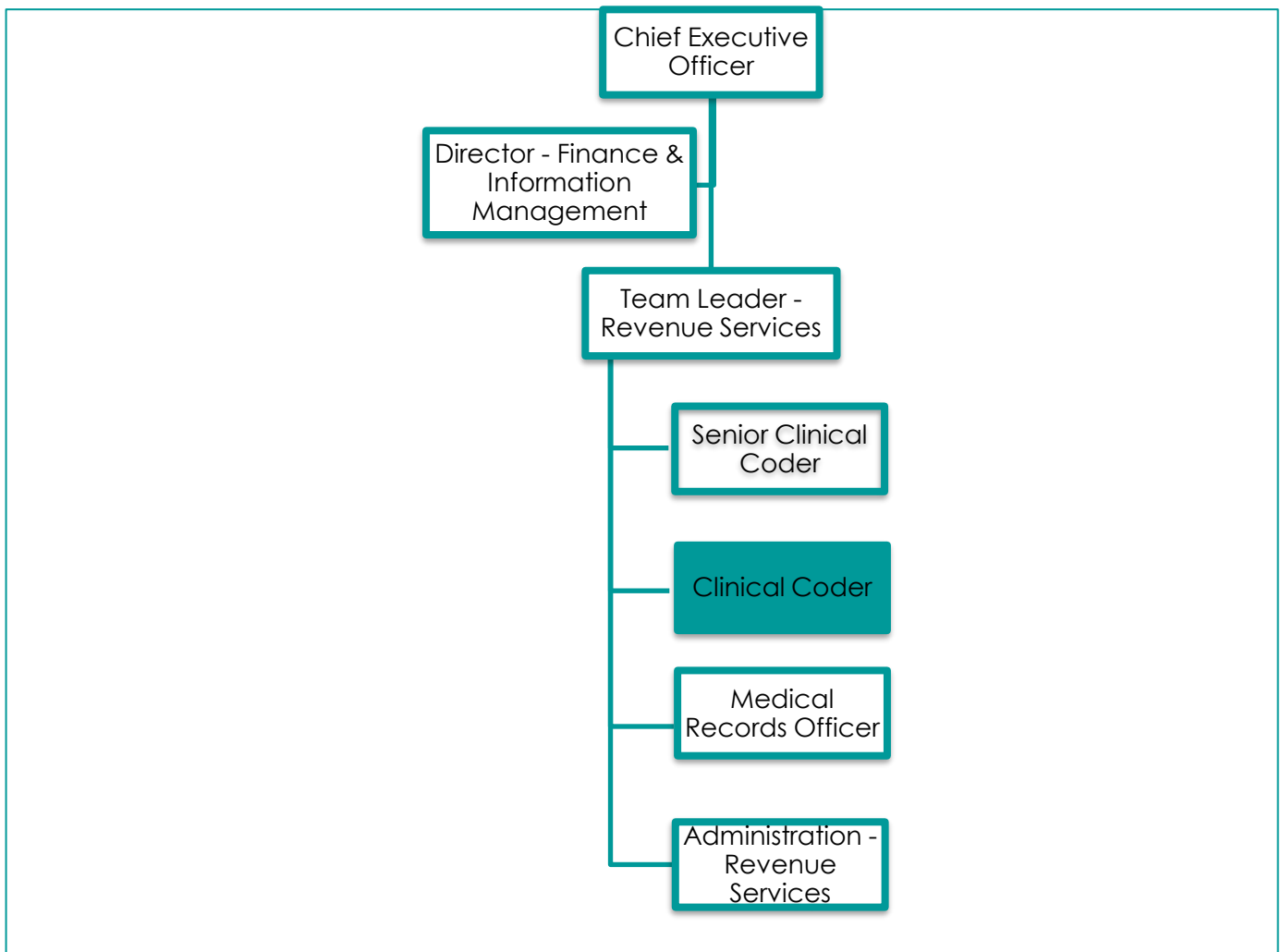
BUSINESS UNIT: Revenue Services **CLASSIFICATION:** Individual Employment Agreement

POSITION OBJECTIVE:

The Clinical Coder is responsible for the accurate classification and assignment of morbidity and procedural codes to inpatient episodes using the current edition of the International Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification (ICD-10-AM). The position is responsible for the computer entry of such codes within designated timeframes following patient discharge. The Clinical Coder will assist the Friendly Society Private Hospital to meet data reporting requirements by participating in education, auditing and clinical liaison processes.

The Clinical Coder works closely with the Health Information Manager and Senior Clinical Coder to ensure that the service area is meeting data management, data integrity, reporting, auditing and performance requirements while achieving consistent excellence and exceeding expectations for service delivery within the organisation.

ORGANISATIONAL CHART SNAPSHOT:



POSITION REQUIREMENTS:

The Employee is required to meet the specific Key Performance Indicators set for this position by the Department Manager under the guidance of the Executive group. These KPIs will be monitored on a regular basis and reviewed as part of your annual PEP reviews and FSPH salary review framework. The salary set for this position will be dependent on performance against KPIs, Key Deliverables and Critical Success Factors for this role and the service area.

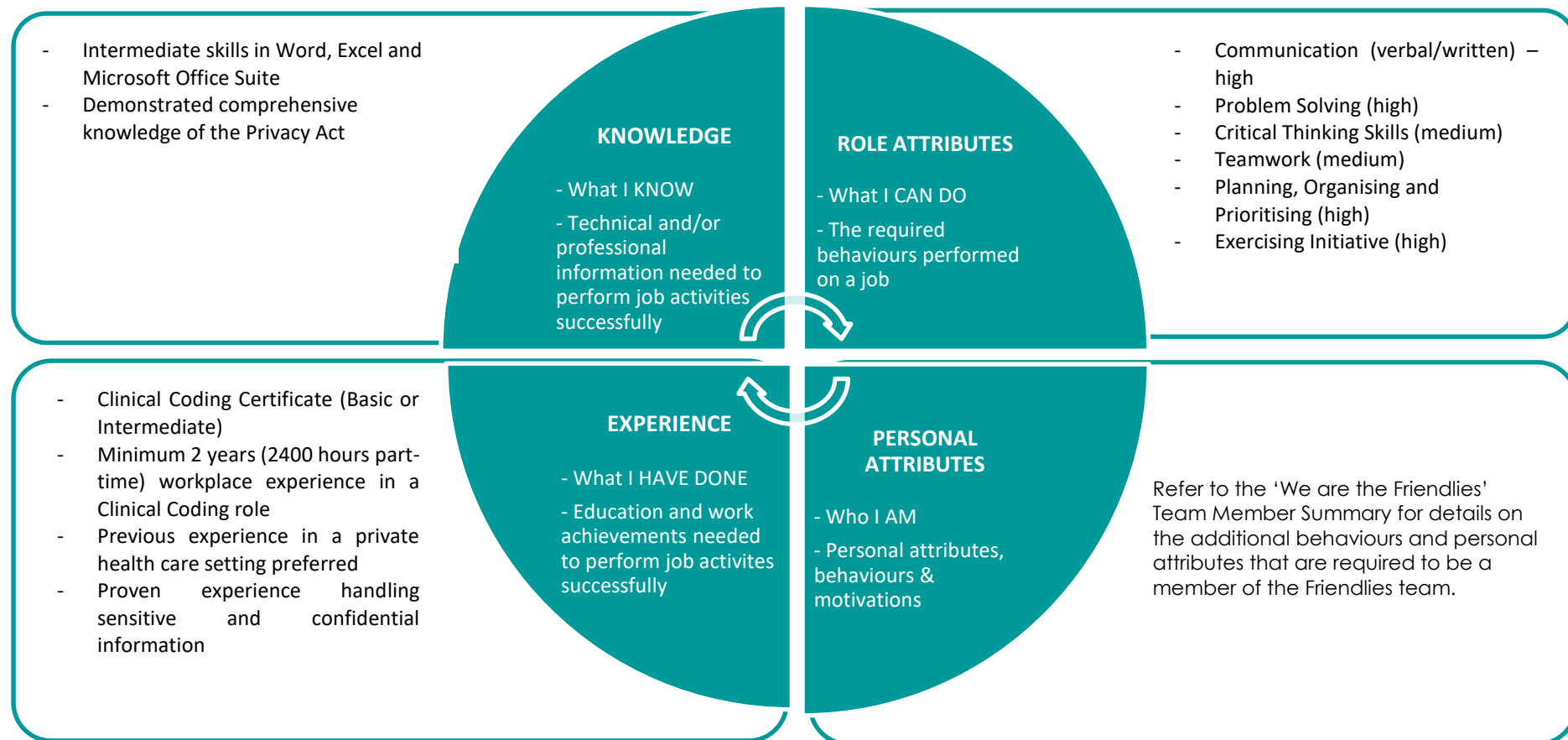
The role will be performed in accordance with the hospital values, Code of Conduct and behavioural expectations. From time to time, the Clinical Coder may be called upon to fulfil duties outside those listed in this position description. Flexibility of FSPH team members is central to the organisation's mission and values.

FSPH is committed to protect employees from accidental injury and damage to health while working for the organisation. While at work, workers are required to take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions including, but not limited to:

- Be familiar and comply with proper safety and health practices.
- Make proper use of personal protective equipment.
- Not to interfere with or remove safety device, except where authorised to do so, and not to misuse anything provided for safety.
- Reports all accidents, injuries, near misses and dangerous events to Service Area Manager or delegate immediately.
- Participate in all safety training and in-service program

SUCCESS PROFILE

The following combination of knowledge, experience, core role attributes and personal attributes outlines the key components for peak performance and success in this position.



KEY RESPONSIBILITIES:

The Clinical Coder will assist the Friendly Society Private Hospital to be the Hospital of Choice for Friendly Quality Healthcare

Service**We are always.....working to achieve excellence in service delivery**

- Analysis of medical records content for hospital inpatient episodes and abstraction of diagnoses, procedures and external causes of injury and poisoning using the current edition of ICD-10-AM and the associated Australian Coding Standards in a timely manner
- Utilisation of coding software for the assignment of diagnosis and procedure codes and computer entry of coded morbidity data
- Completion of appropriate electronic cancer registration according to guidelines
- Reviewing the DRG allocation to ensure that the DRG accurately reflects the episode's resource intensity
- Provide operational support to the Manager and team in the day-to-day operations of the Revenue Services department as required
- Maintain systems protocols by writing and updating procedure to provide information needs and functional requirements
- Work collaboratively with all stakeholders to plan, develop, implement and evaluate activities that will meet the strategic goals and objectives of the organisation
- Build and maintain strong relationships with the leaders, management and staff through a highly consultative, collaborative, and active problem-solving approach; positioning your department as a credible, go to Department
- All other tasks and duties as directed and within the scope of the role

Quality**We are always.....working towards continuous improvement in the pursuit of excellence**

- Participation in quality improvement and ongoing education activities relating to coding roles and practices (eg CQI review, DRG audits and Unit meetings)
- Develop, manage and ensure implementation of hospital policies and procedures
- Comply with Quality Management systems and program
- Maintain and improve hospital standards by measuring and evaluating processes and outcomes, and making positive improvements
- Collaborate with key stakeholders to support the strategic direction and priorities through continuous quality improvements
- Respond pro-actively and positively to the changing needs of customers and the organisation
- Contribute, implement and manage quality improvements to systems and processes as required for ISO Accreditation and other professional/legislative bodies for areas of responsibility
- All duties and responsibilities area carried out in accordance with accepted Quality Assurance, WH&S and Industry Standards, legislative requirements and organisational policies and procedures.
- Identify, implement and maintain quality standards and ensure continuous process improvement within your department

People**We are always.....assisting people to develop and reach their full potential**

- Liaison with health professionals to ensure clear and concise documentation of clinical data which facilitates the accurate coding of inpatient data
- Provide professional guidance and support to promote the provision of quality human resource management and achieve the FSPH mission
- Model behaviour and communication standards to promote a supportive team environment
- Demonstrate behaviour that is consistent with the organisational values
- Be a positive member of the team
- Provide a positive work environment for the team, resolving issues fairly and effectively

- Communicate effectively and appropriately to all staff and customers
- Maintain professional relationships through developing and maintaining links to relevant peak professional groups
- Monitor own workload and workflow, and meet set deadlines
- Proactively meet KPIs and standards set for productivity, conduct and performance in the role
- Take an active role within FSPH operations and set a high standard of performance and professionalism for all other employees to follow
- Contribute positively to the workplace culture of The Friendlies through the displaying, promoting and assisting with the continued development of our values and Code of Conduct

Finance

We are always.....striving to achieve level of success to create long term viability through a high level of stewardship and governance

- Ensuring all charts are coded correctly and on time to ensure maximum revenue is collected for the hospital
- Assist Managers to ensure that budgets are adhered to and deadlines for coding and data reporting are met
- Identify opportunities that can improve efficiency of business processes
- Assist Managers in managing organisational resources within budgetary guidelines according to current laws, regulations and standards
- Assist Managers to ensure that budgets are adhered to and deadlines met
- Actively contribute to the reduction of waste throughout the organisation

Growth

We are always.....looking to increase and improve our services

- Manage own continuous learning in relation to coding practices and standards, case mix and related industries to ensure up-to-date knowledge and skills
- Use opportunities to make adjustments within your own area of responsibility to improve outcomes
- Create and contribute to an environment that encourages ongoing learning
- Inspire and encourage individuals and teams to develop and grow
- Undertake training required to keep skills and knowledge up to date
- Complete the necessary education and training to meet the mandatory and service area specific competencies
- Promote and encourage integration across the organisation to foster teamwork using knowledge and experience to achieve positive, efficient and effective results
- Use opportunities to make adjustments within your own area of responsibility to improve outcomes

Community

We are always.....committed to being a valuable community asset

- Have pride in working for the hospital and display a professional, positive outlook to the community
- Develop and maintain positive relationships with external coding team, hospital department, allied health organisation and community services
- Actively promote The Friendlies and our programs within the community and encourage participation by community members

KEY SELECTION CRITERIA:

1. Clinical Coding Certificate (Basic or Intermediate)
2. Minimum 2 years (2400 hours part-time) workplace experience in a Clinical Coding role
3. Previous experience in a private health care setting preferred
4. Proven experience handling sensitive and confidential information
5. Intermediate skills in Word, Excel and Microsoft Office Suite
6. Demonstrated comprehensive knowledge of the Privacy Act

KEY PERFORMANCE INDICATORS:

Key Performance Indicators are the quantifiable measurements, agreed to, that reflect the Critical Success Factors of the team, and in turn, the success of this role. THE KPI's for this position include:

1. Average charts coded per day
2. Less than 5% coding errors per month

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge that the above position description provides an accurate reflection of the objectives, responsibilities and requirements of the position and understand the requirement to meet the Key Performance Indicators (KPIs) as set for me and this position from time to time.

Employee Name (please print) _____

Signature _____ Date: _____

Manager Name: _____

Signature _____ Date: _____