



POSITION DESCRIPTION

Core Mercy Values:	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
Position title:	Coding Educator Auditor	Employee name:	
Entity/Group:	Mercy Health Services	Date:	
Business Unit/Department:	Health Information Services		
Position reports to:	Manager Coding Auditor		
Position Purpose:	Ensure timely completion of monthly ICD-10-AM coding within set deadlines. Audit coded records to ensure optimal coding accuracy and hospital funding are achieved. Report on quality coding audits and casemix reviews. Provide coding, casemix and documentation education to HIMs, clinical coders and clinical staff		
Qualifications:	<ul style="list-style-type: none"> • Relevant tertiary or postgraduate qualifications in Health Information Management or equivalent • Eligible for full membership of the Health Information Management Association of Australia (HIMAA) 		
Resource management:	Annual Operating Expenditure:	Annual Capital Expenditure:	

Mandatory Organisational Competencies	Personal Competencies	Job Competencies
<ul style="list-style-type: none"> • Orientation (on commencement) 	<ul style="list-style-type: none"> • Commitment to the Mercy values. 	<ul style="list-style-type: none"> • Comply with the requirements of the annual organisational mandatory and role related competencies policy and procedure.

• Equity & Inclusion (annual)	• Demonstrated ability to build relationships with people at all levels.	• Comprehensive knowledge of ICD-10-AM coding and casemix, in particular in relation to Obstetrics, Gynaecology and Neonates
• Emergency Procedures (annual)	• Ability to work as part of a team.	• Ability to conduct coding reviews and audits and provide feedback and education to other HIM/Coding staff to ensure coding consistency
• Work Health & Safety (annual)	• Demonstrated organisational skills and the ability to prioritise tasks	• Ability to liaise with all levels of clinical and non-clinical staff in relation to medical record documentation, coding and casemix matters
• Infection Control (annual)	• Well developed interpersonal skills, confident and resourceful in approach	• Understanding of DOH mandatory reporting requirements
	• Excellent verbal and written communication skills	• Understanding of quality improvement principles and accreditation processes
	• Customer/client focused with commitment to privacy and confidentiality at all times	• IT application experience, including Microsoft Office suite experience and exposure to the Patient & Client Management System (PCMS) or ability to pick up in-house systems quickly
	• Ability to use initiative and be flexible	

Leadership Capability Framework

All Mercy Health employees are required to demonstrate values and behaviours in alignment with our Leadership Capability Framework. The six capability clusters and respective descriptors are below. Behavioural indicators relevant to your specific Leader Level are available on MercyNET.

- **Performance** - Ensure performance is aligned with internal/external stakeholder needs and seeks to exceed expectations to deliver compassionate and responsive care to those in need.
- **Growth & Sustainability** - Give consideration to social, economic and environmental demands to support growth and strengthening of our position as an efficient, effective and responsive provider of health, aged and community services.
- **Self-development** - Build our organisational capability to support a highly skilled and diverse workforce as well as a culture of continued learning, self-development and engagement.
- **Advocacy** - Advocate for the vulnerable and disadvantaged to provide access to quality health, aged and home care services.

- **Innovation** - Support research, training and continuous improvement to remain competitive and responsive to the emerging needs of those whom entrust us with their care.
- **Collaboration** - Strengthen the provision of our services by developing collaborative and cooperative relationships with internal and external stakeholders including Mercy ministries, community, government and catholic affiliates.

Generic Requirements
• Act professionally and in accordance with the Mercy Health Code of Conduct
• Maintain clinical registration (where applicable)
• Participate in annual performance development review (PDR) process

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Demonstrates and upholds the Values and Mission of Mercy Health. 	<ul style="list-style-type: none"> • Ensure the values of Mercy Health are incorporated into daily work practices. 	<ul style="list-style-type: none"> • Shows compassion and provides support to colleagues and patients. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Communicates openly and honestly as an effective team member.
<ul style="list-style-type: none"> • Demonstrates an understanding of individual responsibility for safety, quality & risk and participates in organisational quality and safety initiatives. 	<ul style="list-style-type: none"> • Maintain a safe environment for patients/self/colleagues and members of the public. • Escalate concerns regarding safety, quality & risk to an appropriate staff member. • Participate in evaluation and continuous improvement and clinical indicator processes. • Demonstrate the principles of Person Centred Care: <ul style="list-style-type: none"> ○ Respect & Dignity ○ Information Sharing ○ Participation ○ Collaboration. 	<ul style="list-style-type: none"> • Risk controls implemented. • Incident/s reported as soon as practicable. • Undertake incident investigations. • Orientation completed. • Training up to date. • Accreditation outcomes. • Patient satisfaction and experience survey results. • Participate in implementation and delivery of annual quality plan and business plan.

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Completion of accurate and timely coded data in accordance with the Australian Coding Standards 	<ul style="list-style-type: none"> • Accurate morbidity coding of gynaecology, urogynaecology, obstetric, oncology and paediatric (neonate) cases utilizing the latest edition of ICD-10-AM, 3M Codefinder &/or ebooks • Ensure completion of month end coding within set timelines • Ensure coding and casemix data is accurate and that correct coding principles are applied • Conduct monthly coding reviews and audits, utilizing PICQ • Review outlier reports and audit outliers on a regular basis • Apply VAED recommendations • Educate, advice, guide, support others on matters relating to the quality of coded data and issues effecting the coding and casemix service • Liaise with VCR, VPDC & CCOPMM • Report patient cancer diagnosis details to VCR, birth outcomes to VPDC and • Paediatric Mortality and Morbidity data to CCOPMM 	<ul style="list-style-type: none"> • Conduct regular coding audits to ensure optimal coding accuracy and hospital funding are achieved • Support coding and HIM staff members, including new coding staff, by reviewing and checking their coded data to ensure accuracy and consistency and provide feedback and further education where necessary • Monthly meetings with clinicians to query diagnosis and improve documentation to • accurately reflect coding and funding • outcomes • Follow recommendations made by the VAED audits and ensure that recommendations are met and maintained • Report and submit patient cancer diagnosis details to the Victorian Cancer Registry (VCR) and birth outcomes to the Victorian Perinatal Data Collection (VPDC) and Consultative Council on Obstetric & Paediatric Mortality and Morbidity (CCOPMM) • Routine monitoring of work throughput and entering coding statistics.
<ul style="list-style-type: none"> • Provide education and training on medical record documentation, coding and casemix matters to new HIMs, Clinical Coders and clinical staff 	<ul style="list-style-type: none"> • Train new Health Information Managers and Clinical Coders. • Ensure medical record documentation reflects coded data • Liaise with clinical staff and advise on coding, casemix and documentation matters 	<ul style="list-style-type: none"> • Present and educate clinical staff on casemix, AR-DRGs and medical record documentation matters • Create, update and distribute coding, casemix and medical documentation information and education materials. • Actively participates in and contributes to the development and co-ordination of the senior coding team and ward/speciality partnership and education model and other coding initiatives.

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Ensure internal and external reporting requirements are met 	<ul style="list-style-type: none"> • Contribute to meeting mandatory DHS data reporting requirements within set timelines • Production of regular and ad hoc reports • Management of data systems • Provide back up assistance for any mandatory DHS data reporting, reconciliation and transmission 	<ul style="list-style-type: none"> • Maintain up to date knowledge of HDSS bulletins and attend HDSS forums in relation to reporting • Data reports meet organization requirements for planning and resource management, including annual report statistics
<ul style="list-style-type: none"> • Assist with Streamlining Paediatric Information (SPI) within HIS 	<ul style="list-style-type: none"> • Information required for the calculation of CMV and NIV hours is accurate and in the correct format 	<ul style="list-style-type: none"> • Monitor and measure the impact of SPI on the quality of coded data on neonates • Co-ordination of feedback on matters relating to SPI
<ul style="list-style-type: none"> • Assist with Quality Improvement and Activities 	<ul style="list-style-type: none"> • Assist the Manager Coding Quality to prepare for accreditation and ensure standards of accreditation are achieved for Mercy Health to achieve successful hospital accreditation • Participate in quality activities • Document quality improvement initiatives by completing a Quality Activity Summary • Keep up to date with accreditation standards 	<ul style="list-style-type: none"> • Completion and benchmarking of Key Performance Indicators (KPIs), Clinical Indicators and other quality studies • Quality Activity Summaries aimed at improving service, systems and procedures •
<ul style="list-style-type: none"> • Attend and contribute to department, organisational and professional meetings and update seminars. Complete any necessary training 	<ul style="list-style-type: none"> • Attend and contribute to HIM/Clinical Coder and HIS meetings • Attend and contribute to Coding and Casemix meetings • Attend HIMAA and DHS seminar and update sessions when relevant • Attend and contribute to any other meetings as directed by Manager Coding Quality. 	<ul style="list-style-type: none"> • Complete minutes for HIM and coding meetings on a rotational basis • Attend hospital forums and department meetings as required • Attendance at seminars, meetings and in-service, including compulsory training • Keeps up to date on contemporary work-related issues
<ul style="list-style-type: none"> • Adhere to HIS Policies and Procedures and assist in policy and procedure development, review and update 	<ul style="list-style-type: none"> • 100% compliance with patient privacy and confidentiality • Assist with formulating and updating the department's procedure manual 	<ul style="list-style-type: none"> • Compliance with relevant policies and procedures including patient confidentiality and privacy • Participate in regular and timely reviews of existing department policies

Key Result Areas	Key Activities	Standard Measures
	<ul style="list-style-type: none"> • Maintain and further develop a comprehensive and up to date procedure manual for HIS • Continuous HIS policy and procedure review and development 	<ul style="list-style-type: none"> • Develop and maintain appropriate standards of knowledge for policy and procedures • Monitor the effects of changes on policy and procedures in order to understand the impact it has on services
<ul style="list-style-type: none"> • Assist with HIM student placements 	<ul style="list-style-type: none"> • Assist HIM students that are on placement 	<ul style="list-style-type: none"> • Participation in La Trobe University's professional education and training program for HIMs
<ul style="list-style-type: none"> • Assist the Manager Coding Quality in forward planning and target setting 	<ul style="list-style-type: none"> • Regularly review an action plan to ensure that HIS objectives are met within required timeframes • Perform any other tasks and responsibilities as directed by Manager Coding Quality 	<ul style="list-style-type: none"> • Support senior leadership in achieving Health Information Services department objectives • Participation in individual performance appraisal

Employee's Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Print Name: _____