|  |  |
| --- | --- |
|  | Position Description  All Calvary Services  Version: [SYSTEM UPDATE] – CCID: UPDATE |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Title:** | | National Coding Auditor / Educator | | | |
| **Position Number:** | |  | **Cost Centre:** | | J1985 |
| **Site/Facility:** | | Multiple Facilities (NSW, TAS, VIC, SA, ACT) | | | |
| **Department:** | | Health Funds | | | |
| **Classification:** | | Salaried | | | |
| **Reports To:** | | National Health Information Manager | | | |
| **Date of Preparation:** | | 23 January 2019 | **Date Updated:** | | February 2024 |
| **Primary Purpose** | | | | | |
| This role will be the primary contact for Coding and Casemix Auditing and Education support within Calvary Private Hospitals. The role will ensure accurate coding, participate in and deliver structured health fund and ad hoc audits, and contribute to the governance and guidelines of the National Coding Team.  The role supports the Calvary Revenue Cycle Team by participating in all aspects of ICD-10-AM Coding, documentation improvement and health fund contract compliance. The Auditor / Educator will play a pivotal role in integrating education, quality and Calvary operational needs into a reliable and informative centralised point for the National Coding Team. The role will work closely with the revenue team in establishing, measuring, monitoring and creating auditing tools and benchmarking opportunities to support all coding related activities.  The role will have knowledge of Private Hospital funding models, as well as an awareness of AR-DRG structures and variances and an ability to design and deliver revenue optimisation audits and education programs. The role will participate in ongoing internal and external auditing programs, ensure Coding Standards compliance, revenue optimisation and provide advice and interpretation of specific coding, Casemix and DRG related matters.  This role will require the Auditor / Educator to travel to Calvary facilities – South Australia, Canberra, NSW, Victoria and Tasmanian sites. | | | | | |
| Organisational Environment | | | | | |
| At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel, and be recognised, as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.  Calvary’s Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.  This position will work collaboratively with the National Revenue Cycle Team (incl. Coders), Private Hospital teams and external health fund teams. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***Professional:***   * Practice in accordance with Calvary and relevant Government health policies and procedures, the position description, Code of Conduct and industrial agreements.  |  | | --- | | * Thorough understanding of ICD-10-AM and an excellent understanding of Casemix and DRG models and their application within Private Health Care. * Demonstrated ability to review, lead, measure and validate coding related activities. * Demonstrated experience in developing and delivering coding education and training programs. * Coordinate audit and education cycles to identify areas for improvement and revenue optimisation. * Participate in health fund onsite and remote auditing programs. * Support Revenue Cycle team in assessing Casemix variations, audit queries and identify and implement process and education improvements. * Understanding and knowledge of end-to-end revenue cycle, with the ability to optimise revenue, coding through-put and quality whilst achieving performance targets. * Liaise with clinical staff and provide advice on coding, Casemix and documentation matters. * Identify clinical documentation deficiencies and provide education and support to Clinical Documentation Specialists. |   ***Documentation:***   * Maintain the confidentiality of all patient and hospital information utilised or accessed during the provision of the coding service. * Identify and assist with completion of Clinical Documentation * Assist, where appropriate, with broader organisational clinical documentation initiatives and education opportunities.   ***Communication:***   * Liaise regularly with the National Health Information Manager to communicate any identified issues. * Ability to independently provide feedback to individuals and teams to support and optimise continued improvement. * Attend meetings and provide Subject Matter Expert advice and insight. * Demonstrated high level of interpersonal, communication and organisational skills. * Courteously communicate with teams at all levels and manage to achieve high productivity.   ***People and Culture:***   * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect. * Develop and maintain excellent relationships with key internal and external stakeholders.   ***Service Development & Performance:***   * Ability to identify analytical tools to assist with, improved efficiency, quality, standards compliance and complexity. * Regular participation in data quality audits. * Review, analyse and provide feedback on relevant data and systems. * Maintain continued professional development through the attendance of applicable training courses, seminars and workshops. * Evaluate own practice through Performance Appraisal and setting goals for personal and professional growth.   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | National Health Information Manager  Health Fund Audit and Compliance Manager  Private Hospital Patient Services Managers / Medical Records / Clinical Coders | | | | |
| External: | HIMAA, IHACPA, 3M and other relevant industry bodies  Health Funds | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | No direct reports | | | | |
| Budget: | *NA* | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Bachelor of Applied Science (Health Information Management) or equivalent tertiary qualification; or Completion of approved HIMAA course in ICD-10-AM advanced coding. * Minimum five years coding experience preferably at a tertiary level hospital. * Willing to travel and work interstate for periods of time across all Calvary Private Hospitals sites (NSW, ACT, SA, VIC, TAS) * Post graduate qualification in Clinical Coding auditing. * Experience with the private health sector funding and billing requirements. * Knowledge of DRG’s and Casemix funding * Highly developed interpersonal skills with a wide variety of professional staff and excellent written communication. * Proven ability to work independently as well as in a team environment. * Ability to effectively prioritise and work to tight deadlines. * Commitment to the mission, vision and values of Calvary. | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |