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

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| **Position Title:** | | National Clinical Coder | | | |
| **Position Number:** | |  | **Cost Centre:** | | J1985 |
| **Site/Facility:** | |  | | | |
| **Department:** | | National Revenue Team | | | |
| **Classification:** | | Salaried | | | |
| **Reports To:** | | National Health Information Manager | | | |
| **Date of Preparation:** | | 11 November 2019 | **Date Updated:** | | 9 August 23 |
| **Primary Purpose** | | | | | |
| This National Clinical Coder role supports the Revenue Team by ensuring the organisation’s clinical coding, auditing and statutory reporting data are delivered to the highest level of accuracy utilising standardised processes that support best practice.  This role will be the primarily responsible for ensuring all Coding and Casemix related duties are completed within Calvary set KPIs, across all Calvary Private Hospitals, Public Hospitals and My Home Hospital (MHH). | | | | | |
| 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 Health Information Manager, Calvary revenue team, the national clinical coders and private hospital staff. | | | | | |
| 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 * Liaise with clinical coding staff and external organisations (as required), with regard to coding queries to determine appropriate ICD-10-AM/ACHI/ACS application. * Assist with the submission statutory reporting across the organisation (incl. Cancer Registry) * Collaborate with the National HIM on opportunities for coding and clinical documentation education. * Ensure accurate and timely clinical coding of episodes of care in accordance with the Australian Coding Standards using 3M Codefinder. * Provide advice on clinical coding, Casemix and documentation matters across the organisation. * Conduct clinical coding audits, analyse and relay the results across the organisation.   ***Documentation:***   * Maintain the confidentiality of all patient and hospital information utilised or accessed during the provision of the coding service. * Ensure the completion of documentation and reporting of data to the Cancer Registry * Assist and develop the broader organisational Clinical Documentation Improvement initiatives.   ***Communication:***   * Demonstrated high level of verbal and written communication skills. * The ability to communicate with National Health Information Manager, National Clinical Coders, State and Territory hospital-based staff and external stakeholders when required. * Understanding of cross team communication to ensure a high degree of collaboration throughout the organisation. * Assist in the management of the Clinical Coding Support mailbox.   ***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. * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description and Code of Conduct. your contract of employment   ***Service Development & Performance:***   * Willingness to work towards Calvary set key performance indicators. * Regular participation in clinical coding quality audits and feedback. * Maintain continued professional and personal development. * Evaluate their own practice through Performance Appraisal and setting goals for personal and professional growth. * Carry out other reasonable duties as requested by the National Health Information Manager * Assist in the continuous improvement of processes and procedures within a quality focused environment to ensure customer expectations are exceeded first time, every time. * Coding advice and assistance to State and Territory based clinical coders.   ***WH&S Responsibilities:***   * Take reasonable care of your own health and safety and the health and safety of others in the hybrid 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  National Manager of Revenue Cycle  National Clinical Coders  Health Fund Team Members  Private Hospital Patient Services Managers / Medical Records staff / Clinical Coders | | | | |
| External: | HIMAA, IHACPA, 3M and other relevant industry bodies | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | No direct reports | | | | |
| Budget: | *NA* | | | | |
| Selection Criteria | | | | | |
| **Essential**   * Appropriate qualifications in Health Information Management or completion of approved HIMAA course in ICD-10-AM clinical coding. * Experience and demonstrated competency in Clinical Coding using ICD-10-AM Classification with at least 2 years’ experience in a wide Casemix. * Demonstrated knowledge of AR-DRGs and Casemix funding * Previous experience coding with 3M Codefinder software * Demonstrated knowledge of Australian Coding Standards and an ability to apply state-based coding advice within NSW, ACT, Vic, Tas and SA where required. * Effective communication and interpersonal skills. Able to encourage and sustain effective relationships. * Proven ability to work independently with initiative, whilst supporting team collaboration. * Ability to effectively prioritise and work to tight deadlines. * Knowledge, understanding, commitment and demonstration of customer service culture in health care. * The ability to work with a wide variety of people in all Hospital areas (in person or utilising virtual technology remote from the workplace) * Ability to work towards and within set key performance indicators. * Ability to effectively prioritise and work to tight deadlines. * Demonstrates a service philosophy consistent with the principles of Calvary’s corporate philosophy and direction. * Ability or willingness to work remotely or in a hybrid environment to code medical records across Calvary Hospitals and an ability to work unsupervised.   **Desirable**   * Knowledge and experience in Private Hospital funding * Experience using iPM * An understanding of hospital admission requirements and statutory data reporting. | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |