DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Clinical Coder - Auditor/Educator
Position Number:	Generic
Classification:	General Stream Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Purchasing, Performance and Reform Health Information Management Services (HIMS)
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Clinical Coding Manager
Effective Date:	September 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Clinical coder certification as approved by the Health Information Management Association of Australia Certificate IV in Training and Assessment or equivalent qualification

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Under the guidance of the Clinical Coding Management Team, the Senior Clinical Coder - Auditor/Educator is responsible for:

- Auditing clinical coding data within the specifications of the Agency's Clinical Coding Auditing Framework.

- Providing clinical coding training and education activities to the Clinical Coding team as well as support and mentoring to the clinical coding team members, including trainee clinical coders.

- Accurate and timely clinical coding of inpatient separations in accordance with Hospital, State and Commonwealth data standards and reporting requirements, for the purposes of:
  - Australian Refined Diagnosis Related Group (AR-DRG) assignment for Activity Based Funding (ABF)
  - Inpatient activity reporting
  - Clinical and non-clinical research and casemix analysis; and
  - Patient care quality improvement
- Adhering to the Independent Hospital Pricing Authority (IHPA) guidelines whilst utilising the current edition of the International Classification of Diseases, 10th Revision, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS).

Duties:

1. Under the direction of the Clinical Coding Management Team, develop and undertake regular clinical coding quality audits in accordance with the Agency's Clinical Coding Auditing Framework.

2. Prepare and deliver clinical coding related education and training activities to the Clinical Coding team.

3. Provide support and mentorship to new and existing Clinical Coders, including the provision of clinical coding training to newly qualified and trainee clinical coders.

4. Assist the Clinical Coding Management Team with the provision of clinical coding, DRG and activity based funding education to clinical and other hospital staff, as required.

5. Maintain relevant professional development including knowledge of updates to clinical coding and related standards, ABF, legislation, clinical information systems and clinical practices.

6. Undertake accurate clinical coding by interpreting and abstracting relevant clinical information from medical records and other clinical information systems. Assign codes within the operational guidelines of the current edition of the International Classification of Diseases, 10th Revision, Australian Modification (ICD-10-AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS).

7. Ensure that clinical coding data is completed and entered into the hospital's Patient Administration System, utilising clinical coding and grouping software, and in accordance with required coding benchmarks.

8. Analyse and verify that the required clinical documentation is present for each inpatient episode and where appropriate, follow up/liaise with clinical staff for clarification where insufficient detail is documented.

9. Validate the accuracy of Diagnosis Related Group (DRG) allocation, including review of cost weight, length of stay (LOS), and Episode Clinical Complexity Level (ECCL) data for all inpatient episodes coded.

10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.

11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the general supervision of the Clinical Coding Management Team, the Senior Clinical Coder - Auditor/Educator is expected to:

- Apply high level specialist clinical coding knowledge across a broad range of clinical specialties in a tertiary hospital setting.

- Provide coding auditing and quality activities, education, training and support to members of the clinical coding team.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:

    a.   crimes of violence

    b.   sex related offences

    c.   serious drug offences

    d.   crimes involving dishonesty

2. Identification check

3. Disciplinary action in previous employment check.

Selection Criteria:

1. Successful completion of a clinical coding course approved by the Health Information Management Association of Australia including five (5) years minimum clinical coding experience within a tertiary healthcare facility.

2. Demonstrated high level knowledge specific to clinical coding, DRGs and activity based funding as well as proven competency in the current editions of ICD-10-AM, ACHI and ACS.

3. Demonstrated ability to plan, implement and deliver clinical coding related education and training activities to clinical coders, clinical coding trainees and other hospital staff.

4. Demonstrated ability to plan, conduct and report quality improvement activities in relation to clinical coding audit, coded data and coding processes.

5. Experience in the use of hospital patient and clinical information systems and PC applications together with demonstrated competency in the use of clinical coding and grouping software.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the Consumer and Community Engagement Principles.