SA Health Job Pack

Job Title	Senior Clinical Coder
Eligibility	Open to Everyone
Job Number	784459
Applications Closing Date	8/4/2022
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Barossa Hills Fleurieu Health Services - Corporate Services
Location	various locations across Barossa Hills Fleurieu Local Health Hospital sites
Classification	ASO4
Job Status	Temporary Full-Time position available working up to 21/2/2023
Salary	$73,217 - $76,750 p.a.

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Working with Children Check (WWCC) - **DHS**
- ☐ National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- ☒ Unsupervised contact with Vulnerable groups- **NPC**
- ☐ Unsupervised contact with Aged Care Sector- **DHS**
- ☐ No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

· *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact).* *Please click here for further information on these requirements.*

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ☞ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ☞ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to **Guidelines for Applicants** for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

ROLE DESCRIPTION

Role Title:	Senior Clinical Coder
Classification Code:	ASO4
LHN/ HN/ SAAS/ DHA:	Barossa Hills Fleurieu LHN
Hospital/ Service/ Cluster	Barossa Hills Fleurieu Health Services
Division:	Corporate Services
Department/Section / Unit/ Ward:	Administration
Role reports to:	Administration Manager
Role Created/ Reviewed Date:	November 2019
Criminal History Clearance Requirements:	☒ DHS Working With Children Check (WWCC) ☐ DHS Disability Services Employment Screening ☒ NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category:	☐ Category A (direct contact with blood or body substances) ☐ Category B (indirect contact with blood or body substances) ☒ Category C (minimal Patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

> The Senior Clinical Coder is accountable to the Administration Manager for the timely and accurate translation of medical and procedural terminology into International Classification of Diseases (Current Edition) Australian Modification (ICD-10-AM), for use in statistical analysis, epidemiology, hospital planning, research, and for the auditing of quality of patient care. The Senior Clinical Coder is responsible for contributing to auditing of case notes and education of staff.

Direct Reports:

> Clinical Coders ASO3

Key Relationships/ Interactions:

Internal
> Reports to Administration Manager and provides support as needed to Clinical Coders within the region.
> Works collaboratively with staff and all members of the health care teams, Date Warehouse staff, Medical Records Advisory Unit and ABF personnel.

External
> Establish and maintain close working relationships with treating Medical Officers, relevant Government and non-Government organisations as required to meet the needs of the organisation and staff.

Challenges associated with Role:

Major challenges currently associated with the role include:

> To work across other sites that fall under the BHF regional coding business unit as required.
> Compliance with the monthly submissions of data to SA Health and the correction of ISAAC data reports while maintaining accuracy rate of 90% or higher.

Delegations:

> Level 6 HR

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

> Work Health and Safety (WHS).
> Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
> Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
> Disability   Discrimination.
> Code of Fair Information Practice.
> Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
> Relevant Australian Standards.
> Duty to maintain confidentiality.
> Smoke   Free Workplace.
> To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
> Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures, or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

> It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.

> Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).

> Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.

> Prescribed Positions will also require a NPC general probity clearance.

> Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.

> Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.

> The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

> Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
The role of Senior Clinical Coder is responsible for ensuring that Department for Health & Ageing (DHA) Casemix Reporting Standards, Australian National Coding Standards, the South Australian Coding Standards and ICD-10-AM Classifications are adhered to by:	Accurately and proficiently translating the narrative descriptions of diagnoses and procedures including some of the more complex cases into valid, accurate and complete ICD-10-AM codes which reflect the complete clinical picture of the patient, reason for admission and treatment administered.
	Performing clinical coding at an advanced level, covering a broad case-mix, using appropriate initiative, judgement and resources such as the Australian and State Coding Standards, internet, anatomy books, abbreviation books, dictionaries etc., to make coding decisions in abstraction and assignment of codes using an intuitive knowledge of coding practices.
	Applying and maintaining, at all times, a high level of knowledge and performance outcomes for advanced abstraction, code assignment, interpretation and application of the National and South Australian (SA) Coding Standards.
	Ensuring correct allocation of principal diagnosis, in accordance with the Australian Coding Standards.
	Ensuring the correct allocation and sequencing of all additional diagnosis and procedure codes in accordance with the Australian Coding Standards.
	Ensuring the correct assignment of codes and appropriate DRG assignment.
	Reviewing the DRG allocation in conjunction with associated information such as length of stay, speciality, legal status, and care type.
	Understanding and being able to explain diagnostic complexity levels to other staff (coders and clinicians).
	Maintaining coding consistency by liaising with team members collectively in determining appropriate codes for problematic cases and informing all staff of coding issues or significant trends that may be observed.
	Facilitating timely submission of data and error correction processing in accordance with the Integrated South Australian Activity Collection ISAAC case-mix Reporting Schedule.
	Correcting the ISAAC error reports in accordance with reporting requirements.
	Participating in regular audits, quality and KPI activities.
	Seeking advice from clinicians into the appropriate primary medical cause/diagnosis to facilitate better and more accurate coding.
	Providing advice and education to clinicians to ensure accurate and comprehensive medical record documentation.
	Having a thorough working knowledge of medical record systems and hospital databases applicable to clinical information including (but not

> Contribute to the integrity of health information management	> Maintaining the confidentiality of all patient and health care facility information, utilised or accessed during the provision of the case-mix coding. > Providing assistance to medical record and other Committee(s) in making relevant decisions regarding case-mix coding requirements. > Participation in the medical record management procedures of the health service. > Assisting in provision of ISAAC reports when requested by authorised health service staff, through liaison with the Regional Health Information Manager and the Data Operations Centre.
> Contribute to ongoing self-education/development and staff development by:	> Undertake research as required to assist in making informed judgements relating to clinical documentation, code choice and application of the National and SA Coding Standards > Updating skills and knowledge by participating in relevant courses, including Coding Seminars, workshops and forums for continuing and further education. > Updating ICD-10-AM coding books with assigned codes as directed and in accordance with current criteria. > Assisting in the training of trainees, newly qualified and experienced Clinical Coders and contribute to a culture of sharing knowledge and high-quality coding standard. > Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.
> Contribute to an effective continuous quality Improvement cycle through	> Assisting in the development and monitoring of Departmental Operational Plans and Key Performance Indicators for the BHFR Coding team. > Participating in quality activities including regular coding audits. > Developing best practice approaches to the coding function including benchmarking with other organisations. > Active participation in accreditation programs.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications (in accordance with the SA Health Workforce Advice – Minimum qualification requirements for non-executive SA Health employees)

> Successful completion of the HIMAA Advanced Coding Course.

Personal Abilities/Aptitudes/Skills:

> Demonstrated capability to select the appropriate codes from the ICD-10-AM code list and adhere to the National and State Coding Standards.
> Ability to work both autonomously and as part of a team with a willingness to participate in continuing education and development.
> High level attention to detail with the ability to analyse, interpret and problem solve difficult and complex patient episodes of care.
> Proven initiative and sound organisational skills in prioritising workload and working under pressure and the ability to meet internal and external deadlines whilst maintaining quality data.
> Positive interpersonal skills with the ability to communicate effectively with all staff within the hospital/LHN.
> Demonstrated flexibility and the ability to adapt to new situations to reflect changes occurring in the coding environment.
> Demonstrated ability to ensure confidentiality.
> Demonstrated ability to work with people with a range of diverse value systems, cultural differences and special needs.

Experience

> Minimum 3 years of recent full-time equivalent coding experience within a clinical coding service.
> Medical records or other health related services background, preferably in a hospital environment.
> Participation in the evaluation of coding accuracy and competency.
> Demonstrated experience and competence in data collection, reporting and analysis.

Knowledge

> Advanced knowledge of the current edition of the ICD-10-AM and the National and South Australian Coding Standards.
> Advanced knowledge of medical terminology and clinical coding.
> Advanced knowledge and understanding of DRGs, Activity Based Funding (ABF) and the SA Health data collection processes.
> Understanding of medical record practices and procedures.
> Advanced knowledge and competence in the use of relevant clinical coding computing programs such as 3M Codefinder.
> Knowledge of safe work practices.
> Understanding of the issues affecting Aboriginal people and the impact on health outcomes.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

> Relevant auditing qualification
> Membership in the Clinical Coders' Society of Australia, HIMAA Ltd South Australian Branch
> Membership to Health Information management Association of Australia HIMAA

Personal Abilities/Aptitudes/Skills:
> Conflict identification and resolution skills.

Experience
> Experience in the use of information systems particularly in relation to medical record and data reporting applications.
> Previous experience in medical record unit management.

Knowledge
> Knowledge of case-mix / DRG funding.
> Knowledge of the quality improvement process and accreditation programs.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland, Mallee Coorong Local Health Network, Yorke and Northern Local Health Network, and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

Barossa Hills Fleurieu Local Health Network Inc. (BHFLHN) aspires to be the best provider of rural and remote health services in Australia. BHFLHN, through the inspiration and hard work of its people, delivers high quality and innovative health services to improve health outcomes for country South Australians. BHFLHN delivers a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations.

The safety and quality of health services in country South Australia is of primary importance. BHFLHN participates in rigorous national accreditation processes and engages local community members to provide insight and knowledge about the needs of consumers and potential strategies to achieve the best service.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

> We are committed to the values of integrity, respect and accountability
> We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes
> We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

> Democratic Values - Helping the government, under the law to serve the people of South Australia
> Service, Respect and Courtesy - Serving the people of South Australia
> Honesty and Integrity- Acting at all times in such a way as to uphold the public trust
> Accountability- Holding ourselves accountable for everything we do
> Professional Conduct Standards- Exhibiting the highest standards of professional conduct

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: **Role Title:**

Signature: **Date:**

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: **Signature:**

Date: