

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Coder
Position Number:	Generic
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community, Mental Health and Wellbeing Health Information Management Services (HIMS)
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South, North, North West
Reports to:	Statewide Clinical Coding Manager
Effective Date:	October 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Clinical coder certification as approved by the Health Information Management Association of Australia Clinical Coding experience in a tertiary level hospital

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:

Responsible for 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, inpatient activity reporting, clinical and non-clinical research, casemix analysis and patient care quality improvement.

Adhere to Independent Hospital and Aged Care Pricing Authority (IHAPA) 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. 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).
2. Ensure that clinical coding data is completed and entered into the hospital patient administration system, utilising clinical coding and grouping software, and in accordance with required coding benchmarks.
3. 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.
4. 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.
5. Participate in clinical coding quality improvement activities, including, coding audits, data quality audits, research project audits and other coding quality activities as required.
6. Maintain and improve clinical coding skills by participation in continual education, including review of appropriate clinical and coding reference materials and participation in internal and external education and training sessions as appropriate.
7. Participate in other clinical coding service functions as required, including clinical coding and DRG data reporting, clinical documentation reviews and inpatient data reviews.
8. Apply Work Health and Safety (WH&S) principles in the workplace.
9. 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, safeguarding practices for vulnerable people, and related training.
10. 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:

- Effective application of specialist knowledge in the completion of accurate and timely clinical coding of inpatient separations.
- General supervision is provided by the Statewide Clinical Coding Manager.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.
2. Working knowledge of the current edition of ICD-10-AM, ACHI and ACS. Evidence of competency in the current edition of ICD-10-AM coding Working knowledge of medical terminology, anatomy, physiology and medical science and evidence of the ability to apply this specialised knowledge in the clinical coding process.
3. Working knowledge of medical record contents and clinical documentation standards and evidence of the ability to apply this specialised knowledge in the clinical coding process.
4. Experience in the use of hospital patient and clinical information systems and PC applications as required to complete clinical coding. Evidence of competency in the application of clinical coding and grouping software is highly desirable.
5. Demonstrated ability to work effectively both individually and in a specialised team environment. Evidence of highly developed interpersonal and written communication skills with a wide variety of professional staff.
6. Demonstrated competency in time management, initiative, flexibility and creativity in the use of resources and ability to continually adapt to changes in systems and processes, including Independent Hospital and Aged Care Pricing Authority (IHAPA) updates and modifications.
7. Knowledge of quality improvement processes and maintenance of operational policy and evidence of the ability to apply this knowledge in the clinical coding process.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).