Department of Health

Statement of Duties

Position Title: Senior Clinical Coder	Position Number: Generic	Effective Date: September 2018
Group: Policy, Purchasing, Performance and Reform – Business Improvement and Reform		
Section: Health Information Management Services	Location: North, North West, South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time/ Part Time	
Level: Band 5	Classification: General Stream	
Reports To: Clinical Coding Manager		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Under the guidance of the Clinical Coding Management Team, the Senior Clinical Coder 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:

  o Australian Refined Diagnosis Related Group (AR-DRG) assignment for Activity Based Funding (ABF)

  o Inpatient activity reporting

  o Clinical and non-clinical research and casemix analysis; and

  o 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 the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

Scope of Work Performed:

Under the general supervision of the Clinical Coding Management Team, the Senior Clinical Coder 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.

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

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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.

Desirable Requirements:

- Clinical coder certification as approved by the Health Information Management Association of Australia.

- Certificate IV in Training and Assessment or equivalent qualification.

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.

6.   Proven time management, initiative, flexibility and creativity in the use of resources and ability to continually adapt to system and process changes, including IHPA updates and modifications.

7.   Proven highly developed interpersonal skills and the demonstrated ability to effectively communicate, both verbally and in writing, with a wide variety of professional staff whilst working both individually and within a specialised team environment.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.