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SA Health Job Pack

Job Title	Clinical Coder
Eligibility	Open to Everyone
Job Number	690176
Applications Closing Date	26 April 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Corporate and Support Services - Finance
Location	Bedford Park
Classification	ASO3
Job Status	Part-Time (hrs p/wk) Temporary until 28 June 2019
Total Indicative Remuneration	\$69,001 – \$73,586 p.a.(pro-rata)

Contact Details

Full name	Jenny Harrison – Manager Clinical Coding Service
Phone number	8204 4213
Email address	Jenny.Harrison@sa.gov.au

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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening – **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ 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 <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Clinical Coder (Job No. M54321)
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	Flinders Medical Centre
Division:	Finance
Department/Section / Unit/ Ward:	Clinical Coding Service
Role reports to:	Operationally: Manager Clinical Coding Service Professionally: Manager Casemix / ABF Funding
Role Created/ Reviewed Date:	May 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The Clinical Coder is responsible to the Manager of Flinders Medical Centre, Clinical Coding Service, for the timely and accurate translation of medical and procedural terminology into ICD-10-AM (International Classification of Diseases 10th Edition-Australian Modification) current edition, for use in statistical analysis, epidemiology, hospital planning, research, and for the auditing of quality of patient care. An important end-product of the coding process is the assignment of AR-DRG's (Australian Refined Diagnosis Related Groups) upon which casemix/activity based funding for inpatients is dependent.

Key Relationships/ Interactions:

Internal

- Operationally reports to *Manager Clinical Coding Service*
- Professionally reports to *Manager Casemix/ABF Funding*
- Works collaboratively with staff and all members of the health care team;
- Contributes to the day to day operations of the unit.

External

- Relevant government and non-government organisations as required to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Consistently maintaining an accuracy rate of 90% or higher
- Code an average of 25 or more case notes per day

Delegations: (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

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 Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- 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.

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.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

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.

Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Ensure that an effective and accurate casemix coding service is provided in accordance with the Department of Health (DoH) Casemix Reporting Standards, Australian National Coding Standards, the South Australian Coding Standards and ICD-10-AM Classifications by:

- Translate the narrative descriptions of diagnoses and procedures into valid, accurate and complete ICD-10-AM codes which reflect the complete clinical picture of the patient, reason for admission and treatment administered.
- Perform clinical coding on a broad casemix using appropriate resources such as Australian and State Coding Standards, internet, anatomy books, abbreviation books, dictionaries etc. to make coding decisions in abstraction and assigning codes.
- Ensuring correct allocation of Principal Diagnosis, additional diagnosis and procedure codes in accordance with the Australian and State Coding Standards.
- Ensure correct assignment of codes and appropriate DRG assignment.
- Review the AR-DRG allocation in conjunction with associated information such as length of stay, speciality, legal status, and care type.
- Maintain knowledge of State and National Standards.
- Maintain coding consistency by liaising with Manager and team members collectively in determining appropriate codes for problematic cases and informing all staff of coding issues or significant trends that may be observed.
- Providing assistance, using extensive communication skills, to medical and other health care personnel regarding accurate medical record documentation for clear interpretation for translation into codes.
- Accessing laboratory and radiology results via Oacis or retrieve from file. Interpret reports using knowledge and experience to ensure accurate code selection.
- Participating in regular audits to determine coding accuracy and standard of clinical documentation. Retrieve medical records from file as required. Accept responsibility for follow-up and correction of personal coding errors.
- Correcting the DH error analysis report for FMC, NH and RGH by following up medical records and checking codes.
- Supporting the Manager as directed to send ISAAC data and correction tape to DHA according to schedule.

Contribute to ongoing education and staff development by:

- Undertake research as required to assist in making judgements
- 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.
- Undertake projects as directed.

Provide a support network for the Manager and other departmental staff by:

- Assisting other staff to locate medical records by accessing Clinical Coding Service data base.
- Deputising for the Manager Clinical Coding Service if required.
- Attending, if nominated, FMC staff selection panel to interview prospective employees for Clinical Coding Service.

Acknowledged by Occupant: _____ Date: ____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Satisfactory completion of the Health Information Management Association of Australia (HIMAA) coding course, together with demonstrated competency in ICD-10-AM coding.
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Personal Abilities/Aptitudes/Skills

- Accountable for accurate ICD-10-AM coding allocation with the ability to integrate, compute and interpret information required to produce coded clinical data.
 - Attention to detail, organisational, analytical and numeracy skills.
 - Ability to work unsupervised and as part of a team and be able to build and maintain effective interpersonal relationships.
 - Communicate and relate effectively in individual and group situations with health professionals including medical, nursing, administrative and clerical personnel.
 - Ability to use initiative and able to prioritise and meet internal and external deadlines whilst maintaining quality
 - Keyboard skills.
 - Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and OHS&W;
 - Quality management and client oriented service;
 - Risk management.
-

Experience

- Minimum 12 months coding experience within a clinical coding service, preferably in a multidisciplinary health setting.
 - Health related services background, preferably in a hospital environment.
 - In-house evaluation of coding accuracy and competency.
 - Experience in working effectively in a team environment
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Knowledge

- Knowledge of the current edition of the ICD-10-AM &ACHI Classification Systems and the National and South Australian Coding Standards
 - Satisfactory knowledge of relevant medical terminology
 - Understanding of the day to day operation of a hospital
 - Knowledge of medical record practices and procedures
 - Knowledge of casemix AR-DRG's
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
-

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to learn and understand new concepts
 - Willingness to participate in continuing education and development
-

Experience

- Proven experience in basic computing skills, including email, spread-sheets and word processing
 - Experience in using Encoder/Codefinder software, EPAS, and eBooks/Turbocoder.
-

Knowledge

- Awareness of the Charter of Health and Community Services rights.
 - Understanding of the ISAAC data collection process and procedures
-

Educational/Vocational Qualifications

- Updated to ICD-10-AM current Edition
 - Health Information Management Degree
 - Membership in the Clinical Coder's Society of Australia, HIMAA Ltd South Australian Branch
 - Successful completion of the Accredited Clinical Coder Examination
 - Successful completion of Coding Auditors Course, LaTrobe University
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Other details

- Nil stated
-

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, socio economic, 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, Country Health SA 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:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

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; it sets out the South Australian Public Sector values as:

- Service – Proudly serve the community and Government of South Australia.
- Professionalism – Strive for excellence.
- Trust – Have confidence in the ability of others.
- Respect – Value every individual.
- Collaboration & engagement – Create solutions together.
- Honesty & integrity – Act truthfully, consistently, and fairly.
- Courage & tenacity- Never give up.
- Sustainability – Work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

APPROVALS

Job and Person Specification 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: