

## POSITION DESCRIPTION

<b>Date</b>	15 January 2020
<b>Position Title</b>	Clinical Documentation Specialist
<b>Division</b>	Quality and Risk
<b>Reports to</b>	Manager Quality and Risk

### SECTION 1

#### Mission, Vision and Values

**Mission:** - To deliver the highest quality healthcare experience for patients

**Vision:** - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

**Values:** Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct.

### SECTION 2

#### Position Summary and Role Purpose

The Clinical Documentation Specialist (CDS) is responsible for ensuring the clinical documentation in patient medical record files is complete, specific and accurate to ensure the complexity of the episode of care is appropriately translated improving the quality of care provided to patients. The documentation must also meet the key Australian Coding Standards to ensure all conditions and procedures can be coded in full.

### SECTION 3

#### Key Working Relationships

INTERNAL	EXTERNAL
Manager Quality and Risk	Surgeons
Executive Manager Clinical and Support Services	Anaesthetists
Manager Administration and Finance	Specialist Physicians
Health Information Manager	

Clinical Coder	
CNM Surgical	
Ward staff	

## **SECTION 4**

### **Key tasks, Responsibilities, Outcomes and Activities**

#### **Administrative**

- Provides concurrent review of the clinical documentation in the medical record
- Builds a strong and collaborative relationship with medical staff to provide a platform where queries are made as necessary via written/verbal communication to obtain accurate and complete clinical documentation that supports appropriate DRG allocation.
- Performs a thorough medical record review to ensure that co-morbidities/complications are documented appropriately.
- Identifies the need to clarify documentation in records following review.
- Collaborates with clinicians to identify principal diagnosis options, additional diagnoses and procedures, to assign working DRGs.
- Works collaboratively with the health care team to facilitate accurate, complete and timely documentation within the medical record to support the patient's episode of care.

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## **SECTION 5**

### **Health, Safety and the Environment**

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

## **SECTION 6**

### **Quality and Risk**

- Record initiatives and issues in RiskMan
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

## **SECTION 7**

### **Partnering with the Consumer**

- Acknowledging patients, responding to general non clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

## **SECTION 8**

## Selection Criteria

Qualifications
<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Current Police Check. (no more than 6 months old)</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>▪ Completion of CDI specialist training or similar</li> </ul>
Knowledge
<b>Essential</b> <ul style="list-style-type: none"> <li>• Knowledge of related medical record documents</li> <li>• Knowledge of disease processes and related procedures</li> <li>▪ Strong and broad-based clinical knowledge and understanding of pathology/physiology of disease processes Computer literate.</li> </ul>
Skills
<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Demonstrated ability to engage and maintain positive relationships with external specialist medical practitioners and internal staff.</li> <li>• Experience in building key stakeholder relationships and ability to demonstrate this</li> <li>• Ability to work independently in a time-oriented environment</li> <li>• Demonstrated ability to follow a process, organise and prioritise.</li> <li>• Demonstrated characteristics of persistence and resilience.</li> <li>• Attention to detail.</li> <li>•</li> </ul>
Experience
<b>Essential</b> <ul style="list-style-type: none"> <li>▪ A minimum of 5 years' post graduate experience in acute surgical/medical nursing and AHPRA registration as a Registered Nurse <b>or</b> a Bachelor's/Master's degree in, Allied Health, Medicine or Health Information Management</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>▪ Previous experience as a Clinical Documentation specialist or similar role.</li> </ul>

## SECTION 9

### Acceptance of Position Description

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date