



Clinical Coder Permanent Part-time 2 – 3 days per week

Bethesda Health Care, a values-based organisation with an enviable reputation, located on the gorgeous banks of the Derbarl Yerrigan (Swan River), is offering an exciting opportunity for a Part-time Clinical Coding professional to join the Finance & Support Services team.

You will have relevant qualifications, along with comprehensive knowledge of multidisciplinary medical terminology. Reporting to the Manager, Health Information this role is responsible for ensuring efficient and effective coding of hospital admissions in line with national coding advice and rulings; as well as liaising with clinicians and external parties to ensure accurate documentation is maintained for patient medical services and comprehensive completion of clinical coding of episodes of care.

Essential Criteria

- Certificate IV in Clinical Classification or a HIMAA (Health Information Management Association of Australia) Clinical Coding Intermediate Course (or equivalent)
- Minimum of 1 year clinical coding experience in an acute hospital
- Understanding of Diagnostic Related Groups (DRG) case payment systems
- Comprehensive knowledge of multidisciplinary medical terminology
- Proficiency in patient administration systems
- Ability to perform analytical tasks and solve problems, including excellent organisational skills and ability to prioritise work to meet deadlines
- Well-developed interpersonal skills, with ability to work effectively as part of a team
- Professional and clear verbal communication skills with an ability to liaise with both clinical and non-clinical staff
- Intermediate to advanced knowledge of computing software, including Microsoft Applications (Word and Excel)
- A commitment to ongoing professional development and welcoming of feedback
- Currently hold or willing to obtain a National Police Clearance
- Full working rights in Australia

Desired Criteria

- Working knowledge of medical record procedures well regarded
- Understanding and knowledge of the small private hospital environment
- Experience maintaining strong working relationships with external key stakeholders

Benefits

- Friendly and modern work environment
- Ongoing professional development
- Access to parking and close to public transport
- Discounted staff meals

For further information contact Melissa Rigden, Health Information Manager on 9340 6375.

To apply please e-mail your Resume with a covering letter addressing the selection criteria and outlining your experience in relation to the position along with an application form that can be found on our web site to: mrigden@bethesda.org.au by close Monday 23 May 2022.

To view the job description and learn more about the hospital, visit www.bethesda.org.au.

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for our current vacancies, we are unable to provide an individual acknowledgement or feedback about your application if you are not successful for short listing.

We reserve the right to close applications before the specified closing date.