

POSITION DESCRIPTION

| | |
|-----------------------|-----------------------------|
| Date | May 2022 |
| Position Title | CLINICAL CODER |
| Division | Finance |
| Reports to | Manager, Health Information |

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 and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Clinical Coder is responsible for working collaboratively with the Health Information Manager and other Clinical coders to achieve agreed targets for Clinical Coding and the Health Information service contributing to the quality achievement of strategic objectives of the Organisation

SECTION 3

Key Working Relationships

| INTERNAL | EXTERNAL |
|---------------------------|---|
| Chief Executive | Medical Practitioners |
| The Executives Team | Doctors' Secretaries |
| Clinical Nurse Managers | Clinical Coders |
| Department Managers | Dept of Health WA |
| Administrative department | Information system providers |
| Accounts department | External licensing and reporting bodies |
| IT department | |
| All staff | |

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

The Clinical Coder is responsible for:

- Ensuring efficient and effective coding and health information service delivery for the Bethesda Health Information management operations
- Maintaining and coding accurate data related to all patient attendances as recorded in the patient records and hospital information systems.
- Liaising with clinicians to ensure appropriate and accurate documentation is maintained for patient records
- Liaising with various external parties including pathology and doctors' rooms, to gather detail and information to enable the comprehensive completion of clinical coding of episodes of care.
- Identify documentation discrepancies and seek clarification
- The processing of internal and external requests for patient information.
- The processing of patient records relevant to off-site storage, including retrieval and archiving.
- Other tasks as directed by the Health Information Manager
- Maintains professional standard by completing relevant training and education as required

SECTION 5

Health, Safety and the Environment

Preventing and Controlling Health Care associated Infection

- Perform hand hygiene
- 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 |
|---|
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Successful completion of a Certificate IV in Clinical Classification or a HIMAA (Health Information Management Association of Australia) Clinical Coding Intermediate Course or equivalent. ▪ Minimum 1 years clinical coding experience in an acute hospital ▪ Current Police Check and Working with Children Check (no more than 6 months old) <p>Desirable</p> <ul style="list-style-type: none"> ▪ Completion or progression towards the Advanced Coder Certification. |
| Knowledge |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Sound understanding of current coding trends ▪ Understanding of Diagnostic Related Groups (DRG) case payment systems and related concepts ▪ Comprehensive knowledge of multidisciplinary medical terminology. ▪ Understanding of the importance of maintaining patient confidentiality. ▪ Demonstrated knowledge of computer software packages and keyboard skills. Sound knowledge of computer applications including Microsoft word and excel <p>Desirable</p> <ul style="list-style-type: none"> ▪ Working knowledge of medical record department procedures and related practices |
| Skills |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Proficient written and verbal communication skills ▪ Demonstrated interpersonal skills and the ability to liaise with clinical and non-clinical staff ▪ Demonstrated well-developed organisational skills and ability to prioritise allocated workload to meet deadlines ▪ Demonstrates good organisational, analytical, and problem-solving skills. ▪ Advanced computer skills and information technology acumen ▪ Demonstrate the ability to work effectively as part of a team. ▪ Commitment to ongoing professional development ▪ Accepting and welcoming of quality feedback ▪ Ability to learn quickly and work efficiently to meet targets |
| Experience |
| <p>Essential</p> <ul style="list-style-type: none"> ▪ Knowledge of 3m Codefinder and TurboCoder |

- Up to date with latest clinical coding guidelines and Australian Coding Standards
- Proficient with patient administration systems and windows-based applications
- Determining and exceeding customer expectations
- Working effectively as part of a team
- Working effectively as an individual and with minimum supervision
- Building and sustaining relationships with colleagues and customers

Desirable

-

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date