



CLINICAL DOCUMENTATION SPECIALIST

Part Time

Work within a compassionate environment, committed to excellence with a community feel!

Bethesda Hospital is a medium acuity private hospital nestled on the banks of the beautiful Swan River in Claremont. Our high performing team continually strives for excellence to achieve outstanding care for our patients. We are a values-based organisation with an outstanding culture, committed to employee health and well-being and professional development.

With a strategic focus on both consolidation and growth, we are currently looking for a Clinical Documentation Specialist to enhance our patient care experience.

Working autonomously within the Quality and Risk department, you will be primarily responsible for ensuring the clinical documentation in the 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 clinical documentation must meet the key Australian Coding Standards to ensure all conditions and procedures can be coded in full to ensure appropriate remuneration for patients' episodes of care.

Essential Criteria

- Minimum of 12 months previous experience as a Clinical Documentation specialist, clinical coder or similar role
- A minimum of 5 years' post graduate experience in acute surgical/medical nursing and AHPRA registration as a Registered Nurse or a Bachelor's/Master's degree in, Allied Health, Medicine or Health Information Management
- Highly developed communication skills, both written and verbal
- Demonstrated ability to connect with key stakeholders
- Demonstrated ability to develop and maintain positive, trustworthy relationships with external specialist medical practitioners and internal staff
- Demonstrated ability to adapt core messaging to different settings
- Ability to work independently in a time-oriented environment
- Demonstrated ability to follow a process, organise and prioritise
- Demonstrated characteristics of persistence, resilience and motivation
- Demonstrated attention to detail
- Ability to quickly acquire knowledge of computer-based applications relevant to the position

Employee Benefits include:

- Friendly and modern working environment
- Attractive remuneration and salary packaging options
- Discounted staff meals
- Access to parking
- Close to public transport

To view the Position Description and learn more about us, visit www.bethesda.org.au



For further information contact Deborah Bell - Executive Manager, Clinical Governance and Director of Nursing on 9340 6361.

To apply, please e-mail your CV 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 dbell@bethesda.org.au by **15 July 2022**.

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.