

POSITION DESCRIPTION

Date	October 2022
Position Title	Clinical Coding Supervisor
Division	Finance & Support Services
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 Doctors, 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 how they work, live the positive behaviours described in the Bethesda Health Care Code of Conduct, and contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Clinical Coding Supervisor is responsible for overseeing the clinical coding function of the hospital, ensuring the accurate clinical coding of all hospital admissions. This role is responsible for the continued education of the clinical coding team and adherence to all coding advice and rulings.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive Officer	Department of Health WA
Executive Team	Contractors
Clinical Nurse Managers	Medical Practitioners
Clinical Coders	Health Funds
Manager, Health and Information	Information system providers
Patient Services Team	WACCA
All staff	External licensing and reporting bodies

**SECTION 4
Key Tasks, Responsibilities, Outcomes and Activities**

- Ensure the hospital is aligned to all relevant current health information standards and legislation, including data integrity, clinical coding, clinical documentation, global best practice, and internal Bethesda policies
- Management of clinical coding staff, coding contractors and other seconded or affiliated personnel handling health information
- The quality of the clinical coding through partaking and assisting with coding updates, education, audits, and reviews
- Development and management of KPIs relevant to clinical coding
- Submission of data to statutory bodies as required
- Reconciliation of coding queries from the health department and health funds
- Reconciliation of data integrity in conjunction with Senior Clinical Coder
- Liaison with health funds on coding, Diagnosis Related Group (DRG), Length of Stay (LOS) and other patient data issues, including contract audits
- Education and development of clinical coders
- Management and implementation of coding ruling changes
- Regular internal audits of doctor documentation
- Complying with national coding advice and amendments, ensuring the hospital maintains best practice and meets compliance obligations
- Liaison with medical staff on documentation issues linked to the clinical coding of an episode of care
- Maintaining and coding accurate data related to all patient admissions as recorded in the patient medical records and coding software in accordance with national coding advice and rulings
- Keeping up to date with health information developments and global best practice
- Adhoc projects as and when requested

**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 WHS issues with WHS representative/s and introduce change
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment
- Support staff wellbeing

**SECTION 6
Governance, Quality and Risk**

- Record initiatives and issues in One Vault
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, and the Equal Opportunity Act.

- Complete mandatory training, participate in development reviews and support the performance of others.

SECTION 7
Partnering with the Consumer

- Support the delivery of safe patient care and the consumer experience.
- Acknowledge and involve patients with their care, respond to queries, and provide 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 Introductory Course or equivalent and competency gained through a minimum of five years' experience in clinical coding in a public or private hospital setting ▪ Current Police Check (no more than six 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"> ▪ Working understanding of DRG case payment systems and related concepts ▪ Working knowledge of medical record department-associated procedures and practices ▪ Comprehensive knowledge of multidisciplinary medical terminology ▪ Sound understanding of current coding trends ▪ Understands the importance of maintaining patient confidentiality
Skills
<ul style="list-style-type: none"> ▪ Well-developed written and verbal communication skills. ▪ Demonstrates good organisational, analytical, and problem-solving skills ▪ Demonstrate the ability to work effectively as part of a team ▪ Advanced computer skills, including Microsoft word and excel and information technology acumen ▪ Report writing
Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ A minimum of five years experience in a senior clinical coding role ▪ Working in a Private Hospital ▪ Building and maintaining strong working relationships with a broad range of stakeholders <p>Desirable</p> <ul style="list-style-type: none"> ▪ Previous supervision of clinical coding staff ▪ Coordinating clinical coding education

SECTION 9
Acceptance of Position Description