

Position Title	Clinical Coder / Health Information Manager										
Site/Location	Mornington										
Unit/Department	Health Information Services										
Classification	As per the Health Professionals Award										
Reports to	Health Information Services Manager										
Supervisory responsibilities	Nil										
Key relationships	Key internal stakeholders, including: Director of Clinical Services, Nurse Unit Managers, Department Managers, Associate Nurse Unit Managers and hospital staff										
Overall Job Purpose	The Clinical Coder is a key member of the Health Information Services team and as such assumes accountability for the provision of timely and accurate clinical coding and related data for The Bays Healthcare Group Inc in accordance with all relevant and appropriate statutes, regulations, legislation and standards.										
Values	Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc. At The Bays Healthcare, we seek to pursue the following values: <table border="0"> <tr> <td>Integrity</td><td>Being honest in our dealings with others.</td></tr> <tr> <td>Compassion</td><td>Recognising the physical, social and emotional needs of our patients and our staff.</td></tr> <tr> <td>Accountability</td><td>Being responsible for and mindful of the consequences of our actions.</td></tr> <tr> <td>Respect</td><td>Acknowledging the rights and opinions of others as we work together as a team.</td></tr> <tr> <td>Excellence</td><td>Continually improving quality and efficiency.</td></tr> </table> If we all embrace an “I CARE” philosophy, we will be successful as individuals, as an organisation and as a community.	Integrity	Being honest in our dealings with others.	Compassion	Recognising the physical, social and emotional needs of our patients and our staff.	Accountability	Being responsible for and mindful of the consequences of our actions.	Respect	Acknowledging the rights and opinions of others as we work together as a team.	Excellence	Continually improving quality and efficiency.
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WH&S	- Present fit for work and able to undertake duties in line with the physical inherent requirements of the role - Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely - Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors - Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures										
Quality and Risk Management	Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities. These policies and procedures include: <table border="0"> <tr> <td> - Organisational - Clinical - Infection Control - WH&S - Emergency Response </td> <td> - Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU - Environmental Services - Administration - Catering </td> </tr> </table> - Participate in the organisation’s accreditation processes - Be compliant with and have a sound understanding of ISO 9001:2015 - Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital. - Participate in the organisation’s Quality Management and Control program - Participate in the collection of Clinical and Process indicators - Understand the Severity Assessment matrix and reporting system - Implement and undertake case reviews, peer review and improvement proposals as required	- Organisational - Clinical - Infection Control - WH&S - Emergency Response	- Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, HDU - Environmental Services - Administration - Catering								
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	• Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Uphold and adhere to the Organisations commitment to Child Safety standards and reporting obligations • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	• Demonstrate responsibility for own professional development by continually updating professional knowledge and skills • Collaborate and build the team by exchange of knowledge and skills • Participate in own performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required as set out in the Mandatory Education policy
KPIs/ Measures	• KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.
Major Responsibilities Clinical Coding	• Accurately code medical records within reporting timeframes • Liaise with clinicians and refer to Australian coding standards to ensure the documentation in the medical record is accurately recorded • Participate in internal and external coding audits of medical records to maintain compliance to Australian coding standards. Correct any non-conformances or errors immediately as required • Undertake learning and development activities that enhances knowledge of coding standards and developments • Provide advice and training as required to clinical and non-clinical stakeholders to improve the accuracy, completeness and timeliness of documentation in the medical records • Complete cancer registrations as required by Victorian Cancer Registry • Undertake end of month reporting activities in line with requirements • Achieve coding KPIs • Undertake corrective action when KPIs and end of month expectations are not met • Undertake general administration and filing duties as required • Provide HIM back up when the manager is away • Assist with ensuring optimal possible quality and completeness of documentation in medical records
Communication	• Actively listen and enable two-way information exchange • Protect the integrity and confidentiality of information • Demonstrate clear speaking and effective written communication skills • Establish and maintain harmonious relationships with colleagues
Public Relations	• To maintain good communication and act in a professional manner with all staff and visitors and to promote good working relationships • To participate in activities which enhance the professional standing of the hospital within the community • To encourage use of hospital facilities by community
Security Check	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
Qualifications / Experience - Mandatory	• Successful completion Diploma of Clinical Coding from Victoria University or HIMAA or Bachelor of Health Information Management • At least 2 years experience
Qualifications / Experience- Desirable	• Nil
Personal Competencies	• Dedicated to self-development and learning • Committed to continuous quality improvement

Required	• Effective communication and interpersonal skills • Willing to participate in a continuous quality improvement environment • Ability to cope with stressful situations • Ability to work as part of a team • Show attention to detail • Ability to adjust to change • Strong customer focus • Excellent time management skills • Excellent organisational skills
Job Competencies Required	• Provision of quality clinical data for internal and external use • Computer literacy • Ability to work alone and take initiative when required • Respect patient and staff privacy • Participates in an environment of continuous learning
Inherent Requirements	• Able to use equipment and tools safely and without physical or other restriction • Undertake assessment of ability to physically and mentally meet the requirements of the role • Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee