



Role Description

Job Ad Reference	H18CHQ266654	Classification	AO5
Role title	Advanced Clinical Coder	Salary	\$87,994 - \$95,742 per annum
Status	Permanent Full Time	Closing date	Friday, 31 May 2019
Unit/Branch	Health Information Services		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	Kerrie Williamson
Location	South Brisbane	Contact Number	07 3068 4841

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ HHS) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated team of more than 4,500 people, our point of difference is in the way we provide care to children, young people and their families every day. This is through our steadfast commitment to providing patient and family-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people – for a healthier tomorrow.

Our Purpose

To offer the best: safe, expert, accessible child and family-centred care for children and young people.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The Advanced Clinical Coder will:

- Accurately assign specific morbidity and procedural classifications to patient episodes to meet data reporting requirements of Queensland Health.
- Actively participate in and contribute to quality improvement activities relevant to clinical coding.
- Undertake auditing activities, data verification and clinical liaison to ensure the accuracy and timeliness of inpatient morbidity data.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ HHS core values and as outlined below.

- Assign morbidity and procedural classifications to patient episodes:
 - Abstract and verify relevant information from the medical record and clinical information systems;
 - Utilise appropriate resources and liaise with team members and clinicians to clarify information as required, including correcting inaccurate or incomplete information;
 - Identify discrepancies between the health information systems and patient records and feedback through appropriate channels;
 - Assign accurate ICD-10-AM, ACHI codes and DRG grouping according to Australian Coding Standards, National and State Clinical Coding Authority Guidelines, Queensland Health Admitted Data Collection Policy and legislative guidelines within designated timeframes;
 - Review and analyse the DRG allocation ensuring the DRG accurately reflects the episode of care; and
 - Update information systems as required.
- Complete Queensland Cancer Registry notifications.
- Maintain a highly developed knowledge of anatomy, clinical disease processes, pharmacology and diagnostic and procedural terminology together with coding-related systems and standards.
- Utilise the 3M Codefinder Software and other relevant patient information systems to assist in the verification and allocation of ICD-10-AM codes.
- Develop effective and efficient work practices through education sessions with clinicians by participating in and contributing to the coder-clinician liaison program to verify clinical documentation for coding purposes.
- Employ a range of advanced skills to code complex cases and act as a mentor for less experienced clinical coders.
- Actively participate in and contribute to quality improvement activities, education activities and other initiatives within the clinical coding team i.e. coded data and patient record documentation audits.
- Adhere to relevant Queensland Health policies, standards and relevant legislative requirements.
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.
- Develop a positive culture within the Division of the Chief Information Officer which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing.
- Other duties as delegated by line manager

Position Reports To

The Advanced Clinical Coder:

- Reports directly to Clinical Coding Manager

Qualifications/Professional Registration/Other Requirements

- There are no mandatory qualifications or requirements for this position. However, CHQ HHS values the enhanced work performance which may be gained from the expanded knowledge base and skills acquired during formal tertiary training and encourage both existing and potential staff to participate in lifelong learning

While not mandatory, the following is highly desirable:

- Degree in Health Information Management (or equivalent).
- Comprehensive Medical Terminology course or Challenge Examination in Medical Terminology.
- Intermediate ICD-10-AM, ACHI and ACS clinical coding course (or equivalent).
- Advanced ICD-10-AM, ACHI and ACS clinical coding course (or equivalent).
- Evidence of coding proficiency with a minimum of five years full-time coding experience within a large health care facility.

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes against our [values](#). Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be able to demonstrate the following:

- Extensive experience and demonstrated expert ability in the classification of diseases and operations using ICD-10-AM/ACHI/ACS across a variety of clinical speciality areas. High level knowledge of state and national developments in ICD-10-AM, activity based funding and the application of these within healthcare management.
- Demonstrated high level commitment to continuous quality improvement and expertise and experience in the implementation, management and maintenance of quality management activities in relation to coded data.
- Demonstrated high level interpersonal, communication and negotiation skills for effective liaison with other staff, including clinicians in relation to clinical coding, documentation and Activity Based Funding.
- Demonstrated ability to consistently achieve deadlines, appropriately prioritise workload and work effectively as part of a team.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
3. **Application form** (only required if not applying online).

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health](#) website.
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in [Section 571 of the Workers' Compensation and Rehabilitation Act 2003](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- Roles that interact face-to-face with patients; or the work location is in a clinical area such as a ward, emergency department or outpatient clinic; or frequently or regularly requires attendance in clinical areas require evidence of vaccination or proof that you are not susceptible to these vaccine preventable diseases:
 - Measles, mumps, rubella (MMR)
 - Varicella (chicken pox)
 - Pertussis (whooping cough)
 - Hepatitis B

NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).

Organisational Chart

