

POSITION DESCRIPTION

Position Details:

Title:	Clinical Coder	Department:	Clinical Coding Service
Reports to:	Team Leader, Clinical Coding	Service:	Health Information Management, Information Management & Technology Services
Date:	September 2009	Location:	Grafton

Purpose of Position:

To provide accurate and timely coding of diseases and procedures for all patients discharged from Auckland District Health Board in accordance with the requirements of Auckland District Health Board, and the Information Directorate of the Ministry of Health.

Key Accountabilities:

Clinical Coding

- Accurately code diseases, procedures and external causes of discharged patients using the current version of the *International Statistical Classification of Disease and Related Health Problems* in a timely manner.
- Code in accordance with the Australian Coding Standards and guidelines set by Auckland District Health Board, New Zealand Coding Authority, Ministry of Health and National Centre for Classification in Health.
- Maintain coding throughput targets according to agreed, competency-based individual KPIs.

Quality

- Undertake quality activities as required to ensure the quality and integrity of coded information.
- Maintain accuracy, speed and attention to detail to ensure quality standards are maintained in the performance of tasks.
- Support and contribute to the Coding Quality Plan.

Communication

- Communicate professionally and appropriately with colleagues and other ADHB staff members at all times.
- Communicate issues responsibly and appropriately with the Team Leader/Manager to ensure all specified requirements are met to deliver an exemplary Coding Service.
- Liaise & collaborate with Services to improve the standard of documentation and promote an understanding of coding and casemix, to support the coding process.

Computer Skills

- Be competent in the use of the 3M Codefinder software, to enter accurate and complete coded data onto the ADHB system.
- Develop and maintain expertise using ADHB's computer programmes required to carry out coding duties, including CMCS, CMS, Concerto, CRIS, Healthware and Éclair.
- Be competent in the use of standard Microsoft/Windows based software applications.

Teamwork

- Be a responsible team member within the department.
- Promote team work within the department.
- Support a consistent, and culturally sensitive work environment.
- Support and contribute to organisational goals.
- Undertake project work as required.

Patient Confidentiality

- Maintain patient confidentiality by adherence to ADHB policy and procedures relating to appropriate legislation (including the Privacy Act 1993 and Health Information Privacy Code 1994) at all times.

Professional Development

- Be responsible for your own professional development.
- Continually seek to improve knowledge about the organisation and new processes.
- Continually seek to improve knowledge about coding, casemix, and related subjects.
- Actively participate in ongoing training and education as directed by the Team Leader.
- Establish annual goals, objectives, performance targets and strategies to meet these.

Contribute to the overall service of the unit by ensuring that:

- Resources are used effectively and that departmental priorities are met
- Opportunities for continuous improvement are identified and addressed
- A quality customer service focus is applied to all interactions with both internal & external customers.

Authorities: (as per delegated authority policy) Nil	
Direct Reports (if applicable): Nil	Budget Accountability (if applicable): Nil

Relationships:		
External	Internal	Committees/Groups
<ul style="list-style-type: none"> ➤ Ministry of Health ➤ Other DHB's Coding Departments ➤ Other third parties 	<ul style="list-style-type: none"> ➤ Other Clinical Coding Staff ➤ Clinical Staff ➤ ADHB Clinical Records Team ➤ Ward Clerks/Secretaries ➤ Decision Support Team 	<ul style="list-style-type: none"> ➤ Health & Safety ➤ Coding Team Monthly Meetings ➤ Coding Forum

PERSON SPECIFICATION

Education & Qualifications	Essential	Desired
Professional	<ul style="list-style-type: none"> • Recognised Certificate in Medical Terminology • Recognised Certificate in Clinical Coding (HIMAA) 	<ul style="list-style-type: none"> • Nursing/Allied Health/ Medical qualification • Undergraduate qualification in a relevant field, e.g. Bachelor of Applied Science
Work Experience	<ul style="list-style-type: none"> • At least 2 years work experience 	<ul style="list-style-type: none"> • Proven experience as a clinical coder or in a clinical setting
Skills	<ul style="list-style-type: none"> • Advanced computer skills – MS Office suite 	<ul style="list-style-type: none"> • Experience in ADHB's IT systems

CRITICAL COMPETENCIES

Competency	Description
Innovation	Actively questions old ways of doing things, thinks outside the square and develops creative, effective solutions to improve outcomes.
Self Management	Sets high standards and strives to achieve stretching goals. Displays drive and energy and persists in overcoming obstacles. Copes with stress, is resilient to change and understands personal limitations. Is proactive and displays initiative. Able to work under pressure. Professional approach. And ability to work undirected and to identify and prioritise key tasks
Patient/Customer Orientation	Develops positive working relationships with patients/customers, identifies and seeks to meet their needs. Treats them as first priority and improves service.
Quality Orientation	Pays attention to detail and initiates self checking procedures; ensures high levels of accuracy and consistent quality. Commitment to change and continuous improvement
Communication / Interpersonal	Situations may often call for tact, diplomacy and will require information to be handled in a discreet and sensitive manner. In conflict situations will be required to exercise sound judgement, negotiation and persuasiveness skills, toward facilitating a workable outcome. Expresses information effectively, both verbally and in writing, adjusts language and style to the recipient and considers their frame of reference. Ability to train and support staff. Displays friendly and helpful attitude, considers others needs and feelings. Relationship development.
Team Work	Functions effectively as a team leader, actively contributes to decision-making processes. Seeks out opportunities to support others in achieving goals. Recognises and respects individual differences.
Planning and Monitoring	Able to plan tasks and able to follow a plan through effectively and within timeframe.
Attention to Detail	Completes tasks in accordance with departmental procedures and work practices. Able to maintain accurate departmental statistics.
Analytical Ability	Breaks complex information down logically to identify key aspects, causal factors and links between information from different sources. Ability to interpret, analyse and organise large volumes of information
Bicultural Approach	Understands the significance of the Treaty of Waitangi. Displays cultural sensitivity.
Deadline management	Ability to achieve targets and deadlines. Self-motivated to manage allocated volume in a timely fashion.