

Job Description

Clinical Coder

Clinical Coding

Position Title:	Clinical Coder
Organisation Unit:	Hospital & Specialist Services
Location:	Whangarei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	Clinical Coding & Records Manager, Clinical Coding, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	<ul style="list-style-type: none"> - To provide accurate and timely coding of diseases and procedures for all patient discharged from Northland and the Information Directorate of Ministry of Health. - There is high demand to meet deadlines and to maintain accuracy and quality of information in line with MoH requirements. Failure to do so could impact on the organisation in terms of financial reimbursement, contractual requirements and robust data warehousing systems.

Functional Relationships

The Clinical Coder will develop and maintain excellent relationships with:

Internal	External
<ul style="list-style-type: none"> • Other clinical coding staff • Region Clinical Records • Region MIS team • Nurse Managers • Booking Clerks • Ward clerks • Secretaries/PA • Waiting List staff • Consultants • Registrars • House Surgeons 	<ul style="list-style-type: none"> • Ministry – Health New Zealand • Other Regions' Coding teams • New Zealand Coding Authority

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Clinical Coder encompasses the following major functions or key result areas:

- Te Tiriti o Waitangi
- Clinical Coding
- Confidentiality
- Quality Management
- Professional development
- Health and Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within District Health Board management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Northland District Health Board Te Tiriti o Waitangi Training
Clinical Coding	<ul style="list-style-type: none"> • Classify (code) diseases, procedures, external causes and other factors influencing health care for inpatient episodes of care (Whangarei, Bay of Islands, Dargaville and Kaitaia Hospital) using 3M Codefinder, ICD-10-AM coding books and any other resources as necessary • Classify (code) diseases, procedures, external causes and other factors influencing health care for Emergency Department episodes of care (Whangarei Hospital) using 3M Codefinder, ICD-10-AM coding books and any other resources as necessary • Ensure clinical clarification is sought and obtained, when required, to ensure complete and accurate code allocation • Collect, collate, code and dispatch ED admission forms • Locate patient records of uncoded events • Achieve and maintain agreed minimum coding throughput per hour • Achieve and maintain agreed minimum coding accuracy rate on re-code • Ensure daily completion of workload statistics • Abide by Code of Ethics for Clinical Coders
Confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality at all times in accordance with all applicable legislation, NDHB Organisational policies and procedures • Report any breaches or potential breaches of confidentiality to Manager Clinical records & Coding • Documents no longer required to be kept will be disposed of using the 'confidential' bins

Key Responsibility Area	Expected Outcomes
Quality Management	<ul style="list-style-type: none"> • Ensure ICD-10-AM standards, coding rules and conventions are consistently applied • Regular monitoring and correction of MoH edit/alerts • Identify inaccuracies of patient demographic data and admission/discharge information within record or electronic system – notify appropriate staff for follow up • Participate in coding and casemix education of clinical and other staff within NDHB • Actively support and participate in quality activities of Clinical Coding Service
Professional development	<ul style="list-style-type: none"> • Be responsible for your own professional development • Identify and address opportunities for continuous improvement • Apply a quality customer service focus to all interactions with both internal & external customers • Attendance at study days facilitated by external providers (e.g. MoH, HIANZ), as directed by Manager • Participate in ongoing clinical education, including coding meetings, formal and informal instruction and feedback from clinical staff • Maintain up-to-date knowledge of clinical coding and casemix issues by reading relevant publications (e.g. Coding matters, Coding Newsletter) • Ensure up-to-date knowledge of relevant NDHB processes, policies and procedures
Health & Safety	<ul style="list-style-type: none"> • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: <ul style="list-style-type: none"> • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	<ul style="list-style-type: none"> • Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Recognised Medical Terminology qualification (if Medical Terminology course has not been completed in the last 12 months, will be required to sit an approved Medical Terminology test (as per HIMAA prerequisites)• Recognised Clinical Coding qualification	

Experience

Essential	Desirable
<ul style="list-style-type: none">• Minimum two years previous health related clerical / clinical record / nursing or clinical experience• Minimum 12 months proven experience as a clinical coder or in a clinical setting using the 3M Codefinder software	<ul style="list-style-type: none">• The Treaty of Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Awareness and Understanding of

Essential	Desirable
<ul style="list-style-type: none">• National Minimum Data Set• Casemix	<ul style="list-style-type: none">• Te Tiriti o Waitangi and its application to the health setting• Privacy Act (2020) and Health Information Privacy Code (2020)• Health and Safety at Work Act 2015• Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996)• New Zealand Council of Healthcare Standards

Skills & Personal Attributes

Skills
<ul style="list-style-type: none">• Excellent alphanumeric skills• Advanced computer skills e.g. MS Office Suite• Strong communication skills, both written and verbal• Strong interpersonal and relationship building skills• Proven ability to meet deadlines and prioritise workload• Aptitude for and interest in clinical coding

Personal Attributes
<ul style="list-style-type: none">• Confident, tenacious, able to work under pressure• High attention to detail and accuracy; proactive attitude towards quality and improvement• Positive attitude to change, flexible and adaptable• Proven ability to use initiative and problem solve• Able to maintain a high level of confidentiality• A professional attitude with integrity and honesty• Ability to work autonomously and as part of a flexible team environment

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: Clinical Coder _____

Signature of employee: _____

Date: _____