

# Position Description

## Health Information Manager/Clinical Coder

<b>Classification:</b>	Health Information Manager Grade 2
<b>Business unit/department:</b>	Clinical Coding Service
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Mount Street
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	Up to 38 hours (or 40 hours ADO)
<b>Reports to:</b>	Senior Health Information Manager
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Nil
<b>Date:</b>	July 2025

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Health Information Manager – Clinical Coder role is pivotal within the Clinical Coding Team and Health Information Services. The position is responsible for accurate and timely coding of discharged patients using ICD-10-AM and ACHI including National and State Standards. Health Information Manager / Clinical Coders are responsible for unit audits and are well supported by an experienced Grade 3 Senior Health Information Management Team and the Coding Manager. At Austin Health the coding and auditing process is supported by software including Solventum Code Finder, Code Focus (Data Agility) and PICQ Audit (Beamtree). The Coding team will continue to receive Clinician-Led Coder Education from Clinical Documentation Improvement Australia in 2025 - 2026.

### About the Department

The Health Information Services (HIS) at Austin Health consists of Medical Record Services, Clinical Coding Services, Submission Services and Corporate Records Services. HIS has approximately 70 FTE, located across the three Austin Health sites.

The Medical Record Services team plays a crucial role in the management, organization and dissemination of health-related data and information. They ensure that complete, accurate, up to date and timely health information is available in the patient medical record and to authorised external parties with the aim of improving the efficiency and effectiveness of healthcare delivery.

The Clinical Coding Service translates diagnoses and procedures documented in the medical record into codes. These codes are used for many and varied purposes including funding, planning, research, and quality activities.

Submissions Services are responsible for the collection, management and reporting of quality data to the Department of Health (DoH). This includes Elective Surgery Information System (ESIS), Victorian Admitted Episodes Dataset (VAED), Victorian Integrated Non-Admitted Health Dataset (VINAH) and the Agency Information Management System (AIMS).

Corporate Records Services are responsible for the management of Austin Health's corporate and organisational electronic and hard copy records. This includes ensuring that information is managed, released and destroyed in compliance with regulatory and legislative requirements. They also support patient care delivery by providing a transcription service.

## Position responsibilities

- Morbidity classification of discharged patients using ICD-10-AM andACHI, including associated National and State Standards for funding and research purposes
- To participate in Austin Health's audit program as developed by the Senior Health Information Manager – Audit Lead, including liaising with clinical staff to improve and maintain accurate clinical documentation in the medical record
- To participate in the comprehensive and ongoing education program developed by the Senior Health Information Manager – Educators
- To participate in the external Clinician-Led Coder Education provided by Clinical Documentation Improvement Australia
- To use software including Trakcare, Cerner, SMR, Solventum Code Finder, Code Focus (Data Agility) and PICQ Audit (Beamtree) to support the coding and auditing process
- To optimise the quality of the coding by participating in and taking responsibility for continuous quality improvement strategies and audits
- To maintain current knowledge of developments in all aspects of health information management

## Selection criteria

### Essential skills and experience:

- Health Information Management degree or Clinical Coder certification
- Eligibility for full membership to the Health Information Management Association of Australia
- Excellent clinical coding skills using ICD-10-AM,ACHI and ACS
- Developed communication skills including both written and verbal
- Developed organisational and time management skills including the ability to manage multiple tasks, determine priorities and meet deadlines in a fast-paced hospital environment
- Knowledge of legislation, policies and standards relevant to HIS
- Knowledge of medical record systems including computer systems



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- Possession of the following personal qualities: motivation, flexibility, initiative, reliability and professionalism
- Minimum of one year coding in a tertiary hospital environment

#### Desirable but not essential:

- Knowledge/experience with Trakcare, Infomedix Scanned Medical Record and Cerner systems

### Professional qualifications and registration requirements

- Health Information Management degree or Clinical Coder certification

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

### General information

#### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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### **Equal Opportunity Employer**

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### **Austin Health is a child safe environment**

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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