

# Austin Health Position Description



## Position Title:

Classification:	Health Information Manager Grade 2
Business Unit/ Department:	Health Information Services Clinical Coding Service
Work location:	Austin Health
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Full-Time or Part-Time
Hours per week:	As negotiated
Reports to:	Senior Health Information Manager - Team Leader
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	November 2024

## About Austin Health

Austin Health is recognised for high-quality, person-centred care. We're renowned for our specialist work in cancer, transplantation, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

We're the largest Victorian provider of training for specialist physicians and surgeons, and internationally recognised as a centre of excellence in hospital-based research.

Our services are delivered to patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

## Position Purpose

- Carry out morbidity classification of discharged patients using ICD-10-AM andACHI, including associated National and State Standards
- Completion of Unit Audits and Targeted Audits
- To participate in Austin Health Coding Education Program, in order to improve coding quality for reporting, funding and research purposes

## About Health Information Services

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 Emergency Minimum Dataset (VEMD), 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

## Purpose and Accountabilities

### Role Specific:

- Accurate and efficient coding of inpatient separations using ICD-10-AM 12th edition
- Participate in Coding Audits
- Participate in the Education program delivered by Senior Health Information Managers
- Ensure internal and external data submission timeframes are met
- Optimise coding quality by participating in and taking responsibility for continuous quality improvement strategies and audits

- Maintain current knowledge of developments in all aspects of health Information management

#### **All Employees:**

- Comply with Austin Health [policies & procedures](#) as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

## **Selection Criteria**

#### **Essential Knowledge and skills:**

- Health Information Management degree or Clinical Coder certification
- Eligibility for full membership to the Health Information Management Association of Australia
- Demonstrated coding skills using ICD-10-AM 12th edition and a good understanding of Diagnostic Related Groups (DRGs)
- A commitment to Austin Health values
- Ability to prioritise and manage workload
- Knowledge of medical record systems including computer systems
- Ability to work well in a large team working across hybrid work environment
- Well-developed written and verbal communication skills; and problem-solving skills
- Minimum of one year coding in a tertiary hospital environment
- Knowledge/experience with Trakcare, Infomedix Scanned Medical Record and Cerner systems
- Knowledge of legislation, policies and standards relevant to HIS

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	

