

Position Description

Health Information Manager Grade 3

Classification:	Health Information Manager Grade 3 (YA69 – YA72)
Business unit/department:	Mental Health Division
Work location:	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Burgundy Street
Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Employment type:	Full-Time
Hours per week:	40
Reports to:	Manager of Health Information, Mental Health Division
Direct reports:	N/A
Financial management:	Budget: N/A
Date:	June 2025

Position purpose

The Health Information Manager Grade 3 is accountable to the Manager of Health Information, Mental Health Division and will work collaboratively with the broader Mental Health Division (MHD) staff and teams.

The position works with the Manager of Health Information to guide, and implement, collaborative and continuous improvement in health information management systems and governance for the Mental Health Division, ensuring these systems are responsive to the organization's reporting and service delivery needs.

The role will foster effective partnerships with key internal and external stake holders, and will assist with ensuring the Division delivers high quality services that meet the needs of consumers/carers and the vision of Austin Health.

About the Mental Health Division

The Mental Health Division (MHD) provides mental health assessment, care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

The Mental Health Division incorporates three Directorates:

- Infant, Child and Youth Mental Health Services (0-25 years)
- Adult & Older Adult Mental Health Services (26+ years)
- Specialty Services

Our Mental Health Teams aim to see the strength and potential in our consumers, their careers and each other, by providing holistic, compassionate care and offering partnership in recovery.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to consumer and carer wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

The Mental Health Division is committed to promoting the highest level of support and interventions for consumers and carers, using a person centered evidenced-based practice approach. This is achieved through staff participating in training and professional development opportunities, supervision and capacity building.

The Mental Health Division leadership team comprises leads to support the development and professional governance of each discipline – administration, health information, medical, occupational therapy, psychology, social work, nursing and carer and consumer lived experience.

Position responsibilities

- Undertake morbidity and mortality data collection according to Victorian and Australian coding standards and ensure reporting deadlines are met.
- Assist in development, implementation and support of appropriate processes to ensure the data integrity of health information collected and reported within the Division.
- Support the implementation of the Department of Human Services reporting requirements.
- Collaborate with key staff to evaluate compliance with necessary legislation, with particular reference to the Mental Health & Wellbeing Act 2024, Sentencing Act 1991, Crimes (Mental Impairment and Unfitness to be Tried Act) 1997, The Freedom of Information Act 1982, Health Records Act 2001, Guardianship & Administration Act.
- With the Manager of Health Information, implement any appropriate changes to ensure compliance with the relevant legislation.
- Undertake, participate and assist in organisation and area wide initiatives including quality activities.
- Provide orientation and education across the Mental Health Division in relation to health information systems and relevant legislation.
- Production of reports such as activity reports, discharge summary completion, triage response reports, AIMS reporting and Mental Health Establishment reporting.
- Clinical Coding and Auditing according to Victorian and Australian coding standards and ensure reporting deadlines are met.
- Develop and maintain knowledge of the CMI and develop and provide advice and training associated with its functions.
- Educate medical staff on documentation / capture of clinical information in the medical record.
- Auditing of the medical record and data collections to ensure data integrity.
- Design work processes and data collection processes to support patient care including paper and information systems.
- Correct errors in CMI.



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- Protect patient privacy by responding to requests for information and adhering to FOI and Medico legal processes.
- Develop and maintain coding knowledge.
- Assist in providing support and guidance to administration staff within the Division relating to the functional management of health information.
- Participate in the recruitment of administration staff whose role influences the management of health information.
- Be aware of, and participate in, activities occurring across mental health and opportunities for mental health promotion by engaging with professional bodies such as the Victorian HIMAA Mental Health Special Advisory Group.
- Attend and participate in meetings as the health information representative for the Mental Health Division where required.
- Maintain a professional link with other Health Information Managers within the Austin Health and broader hospital communities.
- Undertake professional development as appropriate to a professional classification on an annual basis.
- Supervise and participate in the training of Health Information Management students.

Selection criteria

Professional qualifications and registration requirements:

- Bachelor of Applied Science, Health Information Management or equivalent and eligibility for full membership of Health Information Management Association of Australia.

Essential skills and experience:

- A sound understanding of health information systems including paper-based and electronic records.
- Intermediate IT skills including MS Word and MS Excel.
- Demonstrated understanding of clinical data and reporting requirements such as Casemix and other Victorian funding models.
- Well-developed interpersonal, communication, problem solving and conflict resolution skills.
- A sound understanding of patient information systems (such as CERNER & the CMI) and patient administration systems (such as TrakCare).
- Ability to work autonomously and to strict deadlines but to also contribute effectively as a team member within a multi-disciplinary team environment
- Excellent clinical coding skills using ICD-10-AM and a good understanding of Casemix and DRGs.
- Ability to determine priorities and organise workload effectively and efficiently.
- Knowledge of legislation, policies and standards relevant to Health Information Services.
- Possession of the following personal qualities: motivation, flexibility, initiative, reliability and professionalism.

Desirable but not essential:

- An extensive understanding of the Victorian mental health system.
- Experience in service evaluation, process improvement and change management.
- Familiarity with electronic medical record requirements.
- A current driver's licence.



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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.

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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