

Position Description

Senior Health Information Manager - Education

Classification:	Senior Health Information Manager Grade 3
Business unit/department:	Health Information Service Clinical Coding Service
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"/> Mount Street, Heidelberg
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Full-Time or Part-Time
Hours per week:	22.8 - 38
Reports to:	Coding Manager
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	February 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung 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 main responsibilities of this position will include mentoring and training junior and entry level Health Information Managers in Clinical Coding and providing the wider Clinical Coding Service with education.

About the Health Information Services Department

The Health Information Service (HIS) plays a crucial role in the management, organisation and dissemination of health-related data and information. It aims to improve the efficiency and effectiveness of healthcare delivery by ensuring accurate and timely access to relevant information.

The HIS at Austin Health consists of Medical Record Operations, Clinical Coding Service, Submission Team and Corporate Records Team. The Service has a staffing of approximately 65 FTE, located over three sites.

Medical Record Operations ensures complete, accurate and up to date health information is available in the patient medical record for staff, patients and the community to support quality patient care.

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.

The Submissions Team is 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).

The Corporate Records Team is 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

- Work closely with the Clinical Service Units to provide relevant Casemix information and advice
- Promote the activities of the Casemix/Coding Service within Austin Health
- Participate with the comprehensive internal coding auditing program, including optimisation of coding quality and provide feedback, as required
- Participate in the comprehensive and ongoing education program that is developed and implemented for Health Information Managers / Clinical Coders, as required
- Participate in the completion of mandatory reporting of the Victorian Admitted Episodes Dataset (VAED), as required
- Participate in Clinical Documentation Improvement Project including documentation queries and clinical engagement
- Training and testing of Information Systems (Trakcare, 3M Code Finder, CERNER etc) as required
- Assist with research requests from internal and external departments
- Assist in the supervision of Health Information Management students
- Coding and grouping of inpatient episodes, using ICD-10-AM classification and 3M Australian Grouping and Coding Applications software in accordance with Australian and Victorian Coding Standards
- Adherence to Australian Code of Ethics for Clinical Coders and Austin Health's Confidentiality Policy
- Maintain current knowledge of developments in all aspects of health Information management
- Attendance and participation in Casemix Team Meetings
- Other duties as required by the Manager, Coding Service

Selection criteria



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Essential skills and experience:

- Bachelor / Masters of Health Information Management or Intermediate or Advanced Clinical Coder certification, or equivalent.
- Evidence of further education and/or experience in internal/external auditing.
- Eligibility for full membership to the Health Information Management Association of Australia.
- Minimum of 4 years' experience in a coding related role tertiary hospital environment
- Excellent clinical coding and auditing skills using ICD-10-AM 13th edition and excellent knowledge of Casemix/Diagnostic Related Groups (DRGs)
- Ability to determine priorities and organise workload effectively and efficiently
- Well-developed interpersonal skills and the ability to work well as member of a large team
- A commitment to Austin Health values: Our actions show we care, together we achieve, we bring our best and we shape the future
- Ability to achieve deadlines while still producing high quality work with attention to detail.

Professional qualifications and registration requirements

- Bachelor / Masters of Health Information Management or Intermediate or Advanced Clinical Coder certification, or equivalent.

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.



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- 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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