

Position Title: Coding Operations Manager

Campus: All campuses
Directorate: Corporate Services
Department: Health Information Services
Reporting to: **Manager Clinical Coding and CDI**
Direct Reports: **Grampians Health Clinical Coding Team**

Appointment Terms/Conditions:

Classification and Code: HIM Grade 3 (JB10-JB13)
Enterprise Agreement: Allied Health Professionals Award

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<i>Collaboration</i>	<i>Compassion</i>	<i>Accountability</i>	<i>Respect</i>	<i>Innovation</i>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Coding Operations Manager role is responsible for the day to day management of the Grampians Health Clinical Coding team across all Grampians Health campuses. The role supports and manages resources to ensure timely and accurate ICD-10-AM coding of inpatient episodes to achieve internal and external deadlines and optimise NWAU. This role includes coding and may also contribute to coding audit and education.

KEY ACCOUNTABILITIES

Management of coding resources - throughput

- Day to day operational management of coding team to maximise coding throughput.
- Allocation of outstanding episodes for coding
- Monitoring of throughput on a daily basis to achieve monthly internal and external coding deadlines
- Setting of KPIs for Clinical Coding Team, liaising with Manager Clinical Coding and CDI
- Achieve and maintain internal coding deadlines to 28 days after end of month (EOM)

Management of coding resources – accuracy

- Collaborate with Coding Leadership team to coordinate audit and education cycle to identify areas for coding improvement and skill building with the objective of continually improving coding accuracy and maximising NWAU
- Work toward a demonstrated reduction in overall coding error rate on audit.
- Develop and consolidate skills in coding audit and education

Staff management coding team

- Manage recruitment and retention of coding staff
- Manage the clinical coding human resources to achieve a cohesive, productive, efficient and effective team
- Rostering and leave management to optimally manage human resources
- Management of performance including annual reviews
- Management of professional development and training opportunities

Coding

- ICD-10-AM coding of inpatient episodes with focus on more complex casemix, in accordance with set quota

Quality & Provision Health Information

- Identify data related opportunities for improving coding accuracy ie. PICQ, HAC, standard audit reports of error DRGs and VAED edits. Delegation to coding team members.
- Provide expert advice on matters relating to clinical coding, ABF and Department of Health criterion for admission.
- Respond to data requests for ICD and DRG related data

Time allocation/KPI

Management Coding team	80% of role
Coding (aim)	20% of role/20-30 episodes per week

Other duties as required by Manager Clinical Coding & CDI

KEY SELECTION CRITERIA

- Qualified Health Information Manager or Clinical Coder
- At least 4 years experience as a clinical coder with demonstrable coding skills at high level casemix
- Experience in team leadership or demonstrable leadership skills and potential
- Demonstrable experience in NWAU optimisation and coding audits

- Experience in data management, analysis and reporting
- Understanding of DoH Criteria for Reporting
- Excellent interpersonal skills
- Proficient in use of MS Office applications, particularly Excel.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.