

Position Description

Position title	Senior Health Information Manager		
Department / Division	Health Information Services/Corporate and Finance		
Classification	HIM Grade 3 Year 1 – HIM Grade 3 Year 4 (JB10 – JB13)	Employment Status	Full-time / Part-Time, Ongoing 2.03 FTE team total
Position reports to	Operational: Manager, Health Information Services Professional: Manager, Health Information Services		
No. of direct & indirect reports	N/A		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>
ROLE PURPOSE
<p>The primary purpose of this role is to engage with the RCH NWAU (National Weighted Activity Unit) Optimisation Program, and co-ordinate and perform targeted clinical coding audits to optimise NWAU revenue and ensure appropriate coding and DRG assignment.</p>

KEY ACCOUNTABILITIES

All audit team members:

- Perform targeted clinical coding audits as part of the NWAU Optimisation Program to optimise NWAU revenue
- Work closely with the other Health Information Manager internal auditors (Senior HIMs) to ensure all NWAU Optimisation Program requirements are met
- Enter and manipulate audit results into spreadsheets
- Send documentation queries to clinicians via the EMR (Electronic Medical Record) system
- Ability to accurately assign diagnosis and procedure codes in accordance with the ICD-10-AM/ACHI coding classification and the Australian Coding Standards
- Perform clinical coding in a timely manner on a regular basis
- Participate in departmental quality improvement activities
- Build working relationships with other HIMs, Clinical Coders and clerical team
- Attend appropriate meetings relevant to role and responsibilities
- Participate in any other projects allocated by Manager, Health Information Services

The following responsibilities are divided amongst audit team members:

- Preparation of monthly NWAU optimisation audit episode selection reports
- Provide ongoing education to the coding team based on the findings of the audits
- Preparation of audit result reports for relevant Committee meetings and bi-annual trend reports
- Liaise with clinicians and Medical Workforce Unit to ensure documentation queries are actioned
- Create and update documentation query templates in EMR
- Provide casemix education to clinicians and other health professionals
- Liaise with Decision Support Unit and ICT with data and reporting requirements as required
- Coordinate and liaise with the contract auditors
- Prepare and perform regular HAC (Hospital Acquired Complication) audits
- Prepare and perform regular dialysis audits
- Prepare and perform quarterly/ad hoc audits

QUALIFICATIONS AND EXPERIENCE

Essential:

- Health Information Management degree qualification or equivalent
- Eligible for membership of the Health Information Management Association of Australia
- Willingness to take on new challenges, self-educate and learn from others

Desirable:

- Paediatric coding experience is an advantage
- Retrospective clinical coding auditing experience
- At least 7 years' experience as a Health Information Manager performing clinical coding
- Acute hospital experience

KEY SELECTION CRITERIA

- Have a sound knowledge of ICD-10-AM/ACHI coding processes and apply them accurately in accordance with the Australian Coding Standards
- Have a sound knowledge of Casemix funding, AR-DRGs and NWAUs
- Have a sound knowledge of retrospective NWAU optimisation audits and/or coding quality audits
- Demonstrated experience in working autonomously as well as part of a team
- Demonstrated ability to communicate effectively with all levels of staff
- Demonstrated ability to co-ordinate tasks, set priorities and work to timelines
- Proficient level of MS Excel skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated	March 2022
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