



Position Description

Position Title	Health Information Manager/Clinical Coder
Position Number	30025308/30026204
Division	Finance and Resources
Department	Health Information Services
Enterprise Agreement	Choose Enterprise Agreement
Classification Description	Health Info Manager G1 Y1 – G2 Y4
Classification Code	JA2 – JB1
Reports to	Manager, Coding Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Health Information Manager / Clinical Coder also contributes to various health information management activities across Bendigo Health, encompassing a wide range of functional areas including data reporting and auditing; record management, Freedom of Information (FOI), medical transcription services and staff management.

This position will be responsible for accurate and timely coding and DRG analysis including auditing, data reporting to external parties, quality improvement activities and participation in other Clinical Coding Service activities.

Responsibilities and Accountabilities

Key Responsibilities

- 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.
- Keep up to date with Australian Coding Standards, Department of Health and Human Service (DHHS) funding guidelines and Hospital Admission policy.
- Achievement of internal and external coding deadlines and assisting in completion of outstanding diagnosis coding as a priority.
- Participate in an ongoing coding auditing program that improves coding and optimise revenue results.
- Being aware of outliers and other data indicators at the time of coding, to ensure data accurately reflects the episode of care. Where necessary, seek clarification through the coding query, data review and audit process if unclear or incorrect.
- Participation in regular coding and education meetings as well as meetings with clinical units regarding case mix, coding and documentation issues.
- Adherence to the Australian Code of Ethics for Clinical Coders.
- Undertake correction, submission and reconciliation across Bendigo Health statutory reporting data sets and complete data integrity audits.
- Supervise and support administrative staff as directed.
- Participate in release of information and Freedom of Information decision making and processes in accordance with relevant legislation.
- Involvement in record management activities, including retention and disposal, storage and conversion from paper to a digital environment.
- Support other health information activities as required.
- Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. 1. A tertiary qualification in Health Information Management (or equivalent) or recognized Clinical Coding course and eligible for membership of the Health Information Management Association of Australia (HIMMA).

Desirable

2. Unsupervised coding experience in a Health Service with similar case mix with knowledge and application of the Australian Coding Standards, ICD-10-AM, ACHI and

National and State published coding advice.

3. Knowledge of activity-based funding models.
4. Demonstrate competency in a range of software applications (PICQ, 3M Code finder, Microsoft Office).
5. Experience with record management principles in paper and electronic record environments along with data reporting and auditing, including the significance of data quality.
6. Demonstrated knowledge of legislation impacting on health information including FOI, privacy and confidentiality legislation.
7. Demonstrate high standard of organization, communication, attention to detail and interpersonal skills.
8. Demonstrated knowledge of legislation impacting on health information including FOI, privacy and confidentiality legislation.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.