

Position Description

Position Title	Senior Coding Educator and Auditor
Position Number	30027911
Division	Finance and Resources
Department	HIS Coding Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Health Info Manager G3 Y4
Classification Code	JB13
Reports to	Manager, Coding Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• 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 Senior Coding Educator and Auditor is an individual who is either a qualified Health Information Manager (HIM) or an experienced Clinical Coder who has completed up to the Advanced level of Clinical Coding certificates through the Health Information Management Association of Australia (HIMAA). This position is responsible for the education of the Coding Services team with the objectives of improving coding accuracy and providing professional development for team members. The Senior Coding Educator and Auditor is also

responsible for the coordination and delivery of the Trainee Clinical Coder Program and auditing of records according to the Auditing Program.

Responsibilities and Accountabilities

Key Responsibilities

- Participate in the ongoing development and delivery of a comprehensive and sustainable program of coding education to the Coding Team to improve accuracy and throughput and provide professional development to these staff.
- Involvement in the development, coordination and delivery of training to the trainee clinical coding staff.
- Involvement in the ongoing review and development of Bendigo Health Trainee Clinical Coder Program
- Work in conjunction with the Manager - Coding Services to ensure that coding is performed in accordance with Australian / Victorian Coding Standards.
- Coordinate Bendigo Health clinical staff to conduct in-house training sessions on relevant subjects to improve knowledge base of clinical coding team.
- Support the development and evaluate effectiveness of Bendigo Health Clinical Coding Audit Program and refine as required.
- Ensure all audit functions are compliant with Australian Coding Standards, the policy requirements of the business and audit custom and practice.
- Lead and participate in an ongoing coding auditing program that improves coding and optimises revenue opportunities. Being aware of outliers and other data indicators at the time of coding, to ensure diagnosis or procedure codes accurately reflect the episode of care.
- Where necessary seek clarification through the coding query/audit process if documentation is unclear.
- Identify opportunities for improvement in coding accuracy and ensure documentation improvements sufficiently meet coding and VAED requirements.
- Assist the Manager - Coding Services in establishing procedures and guidelines along with an audit and education schedule, ensuring a standard approach to clinical coding is followed.
- Participation in regular coding and education meetings as well as meetings with clinical units regarding case mix, coding and clinical documentation improvement initiatives
- Participating in internal coding education, coding edition update education workshops and HIMAA education sessions and conferences. Undertake additional duties as directed by Director, HIS or Manager, Coding Service.

Key Selection Criteria

Essential

1. Qualified Health Information Manager or equivalent, eligible for membership of the Health Information Management Association of Australia (HIMAA).

2. Extensive coding and auditing experience with excellent knowledge and application of the Australian Coding Standards, ICD-10-AM,ACHI and National & State published coding advice.
3. Evidence of education and/or experience in clinical coding audits
4. Demonstrated ability to plan, implement and deliver education and training activities to clinical coders, trainees and other hospital staff
5. Knowledge of current activity-based funding models.
6. Demonstrate competency in a range of software applications (PICQ, 3M Code finder, TurboLoader and Microsoft Office suite).
7. Demonstrate high standard of organisational and communication skills, attention to detail and interpersonal skills.

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.