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|--|---|-----------------------------|--------------------------------------|-----------------------------|
|  | <b>POSITION TITLE</b>   | <b>Clinical Coder</b>       |                                      |                             |
|  | <b>DIRECTORATE</b>  | HSS                         | <b>DEPARTMENT</b>                    | Clinical Coding             |
|  | <b>REPORTING TO (operationally)</b>   | Team Leader Clinical Coders | <b>REPORTING TO (professionally)</b> | Team Leader Clinical Coders |
| <b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>                         | <p>This role covers Clinical Coding in Health New Zealand   Te Whatu Ora Te Matau a Māui Hawke's Bay Staff reporting - 0 Direct 0 Indirect</p>  |                             |                                      |                             |
| <b>PURPOSE OF THE POSITION</b>   | <ul style="list-style-type: none"> <li>▪ Responsible for timely coding of clinical records, to meet monthly deadlines.</li> <li>▪ To achieve a high standard of accuracy along with satisfactory output meeting coding targets for reporting to HBDHB and Ministry of Health.</li> <li>▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within HBDHB.</li> <li>▪ Delivery of organisational KPIs including relevant Ministry of Health target, financial budgets and service plans.</li> <li>▪ To recognise and support the delivery of the Hawke's Bay Health sector vision</li> </ul>  |                             |                                      |                             |
| <b>KEY DELIVERABLES</b>  | <p><b>Coding Clinical Records</b></p> <ul style="list-style-type: none"> <li>▪ Daily recording using the ICD-AM, Standards code books and Code Finder (Encoder) with ECA patient management system</li> <li>▪ Enter discharge coding using the 3M Encoder and ECA</li> <li>▪ Refer to coding books or electronic versions as appropriate when guidance needed</li> <li>▪ Request Clinical records electronically through Health Records Service.</li> </ul> <p><b>Liaison with Clinicians/Inter-departmental Liaison</b></p> <ul style="list-style-type: none"> <li>▪ Assist Health Records staff by coding notes as required within a reasonable timeframe.</li> <li>▪ Contribute positively to the goals and objectives of Health NZ</li> <li>▪ Liaise with clinical staff and raise coding concerns and inaccuracies when found in clinical records</li> </ul> <p><b>Partake in peer group auditing/coding</b></p> <ul style="list-style-type: none"> <li>▪ Actively participate in the ongoing improvements to clinical coding standards at Health New Zealand   Te Whatu Ora</li> <li>▪ Continuing education of clinical diagnoses and procedures</li> </ul> <p><b>Maintain progression Criteria</b></p> <ul style="list-style-type: none"> <li>▪ Progress and maintain the Clinical Coding Progression Criteria competencies as agreed to with the Clinical Coding Manager</li> </ul> <p><b>Maintain Confidentiality/ understand Privacy Act</b></p> <ul style="list-style-type: none"> <li>▪ Patient's Rights are respected; Information is released to authorised people only. Knowledge of the Privacy Act and awareness of Patient Codes of Rights.</li> </ul> <p><b>Manage Patient Health Records and files in accordance with Policy</b></p> <ul style="list-style-type: none"> <li>▪ Patient confidentiality is adhered to at all times.</li> <li>▪ All patient records together with current admissions are returned to Health Records within the agreed timeframe</li> </ul> <p><b>Responsibility and commitment to Team Work</b></p> <ul style="list-style-type: none"> <li>▪ To participate in project work as requested</li> <li>▪ A positive interactive attitude is displayed</li> <li>▪ Support and advice is sought when necessary</li> <li>▪ Provides interaction, both written and oral, with all team members if appropriate</li> <li>▪ Ensures Patient data is processed accurately and meets data Integrity standards</li> <li>▪ Manages own workload</li> </ul> |                             |                                      |                             |

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|---|--|---|---|
|   | <ul style="list-style-type: none"> <li>Ensures own performance is professional, collaborative and supportive of colleagues, team goals and Service and Organisational goals</li> <li>Participates in quality improvement activities to monitor and improve standards of service delivery</li> </ul>  |   |   |
| <b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>   | <p>Health New Zealand   Te Whatu Ora is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>Not to do anything that puts your own H&amp;S at risk</li> <li>Not to do anything that puts others H&amp;S at risk</li> <li>To follow all health and safety policies and procedures</li> <li>To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>  |   |   |
| <b>KEY WORKING RELATIONSHIPS</b>  | <table border="0"> <tr> <td style="vertical-align: top;"> <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Clinical Coding Team Leader</li> <li>Business Intelligence Team</li> <li>Planning, Finance and Informatics</li> <li>Administration Manager</li> <li>Admin Support Manager</li> <li>Health Records Manager</li> <li>Clinicians</li> <li>Information Technology Staff</li> <li>Service Directors</li> <li>Clinical Charge Nurses</li> <li>Associate Charge Nurses</li> <li>Other Health New Zealand   Te Whatu Ora Staff</li> </ul> </td> <td style="vertical-align: top;"> <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Other service providers – Private Hospital services</li> <li>Primary and NGO sector</li> <li>Regional/other Health New Zealand   Te Whatu Ora services</li> <li>Ministry of Health/National Health Board</li> </ul> </td> </tr> </table> | <p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>Clinical Coding Team Leader</li> <li>Business Intelligence Team</li> <li>Planning, Finance and Informatics</li> <li>Administration Manager</li> <li>Admin Support Manager</li> <li>Health Records Manager</li> <li>Clinicians</li> <li>Information Technology Staff</li> <li>Service Directors</li> <li>Clinical Charge Nurses</li> <li>Associate Charge Nurses</li> <li>Other Health New Zealand   Te Whatu Ora Staff</li> </ul> | <p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Other service providers – Private Hospital services</li> <li>Primary and NGO sector</li> <li>Regional/other Health New Zealand   Te Whatu Ora services</li> <li>Ministry of Health/National Health Board</li> </ul> |
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| <b>DELEGATION AND DECISION</b>  | N/A  |   |   |
| <b>HOURS OF WORK</b>  | 40 hours per fortnight   |   |   |
| <b>EMPLOYMENT AGREEMENT &amp; SALARY</b>  | In accordance with the LNI DHB/PSA Administration / Clerical Multi Employer Collective Agreement (MECA) Coder Pay Scale 11.5.10 gross per annum according to qualifications and experience.  |   |   |
| <b>DATE</b>   | November 2024  |   |   |
| <b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>  | N/A  |   |   |
| <b>SCOPE &amp; COMPLEXITY</b>   | <ul style="list-style-type: none"> <li>High degree of accuracy and ability to work under pressure to meet deadlines</li> </ul>   |   |   |

## ESSENTIAL CRITERIA

### Qualifications

- Medical Terminology Anatomy and Physiology qualification (ECC or HIMAA desirable)

### Experience

- ICD-10-AM Coding experience or interested in training to be a Clinical Coder (preferably ECC or HIMAA Coding Qualification)
- Knowledge of Casemix Funding and DRG's
- Experience with using the 3M Codefinder Software
- Experience working in the Hospital or Private Health Sector

### Business / Technical Skills

- Well developed interpersonal skills
- Experience in working in a team environment
- Uses common sense and past experience to identify and solve problems. Learns for experience
- Able to apply guidelines and policy to common or routine situations.
- High degree of accuracy and ability to work under pressure to meet deadlines
- Ability to work independently and as a member of a team
- Excellent time management skills and ability to prioritise workload effectively
- Recognises own abilities and level of competence
- Learns and develops new skills/knowledge to perform effectively in current role
- Is committed to ongoing development of own professional practise/competence level
- Undertakes self review and/or is welcome of peer feedback

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Team engagement

### Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

### Physical requirements for role: -

Ability to handle patient notes

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccination

## DESIRABLE CRITERIA

### Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced IT skills



## Our Vision and Values

*Te hauora o te Matau-a-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



**HE KAUANUANU RESPECT**  
Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

**ĀKINA IMPROVEMENT**  
Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

**RARANGA TE TIRA PARTNERSHIP**  
Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

**TAUWHIRO CARE**  
Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.

