

# Position Description

<b>Position Title:</b>	Health Information Manager / Clinical Coder – Grade 1
<b>Reports to:</b>	Clinical Coding Manager
<b>Department:</b>	Data and Reporting Services
<b>Directorate:</b>	Finance, ICT & Information Services
<b>Cost centre:</b>	P0206
<b>Code &amp; classification:</b>	Health Information Manager Grade 1, Years 1 – 5 (JA2 – JA6)
<b>Employment conditions:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and GV Health Policies and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Health Information Manager / Clinical Coder is responsible for coding episodes of care in accordance with Australian Coding Standards and relevant internal and external coding advice. The role also undertakes a range of administrative support duties to ensure the efficient, effective, and accurate delivery of clinical coding services at Goulburn Valley Health. For entry-level incumbents, the position includes participation in GV Health's comprehensive clinical coding training program. Opportunities exist to undertake additional health information management and clinical coding-related responsibilities depending on the interests, skills, and experience of the incumbent. The position requires the highest standards of confidentiality in the management of health records for clients and patients. Responsibilities are shared collaboratively with other members of the Health Information Service, with this role contributing to the promotion of GV Health as a quality regional health service provider.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to the following:**

- Complete Clinical Coding of inpatient medical records to agreed internal and external reporting requirements
- Keep up-to-date with coding advice and related literature e.g. IHPA, VICC Queries - to ensure coding knowledge is current
- Generate and follow up coding queries to ensure medical record documentation supports the coding requirements, for clarify documentation and to NWAU optimize
- Attendance at Coding Team Meetings
- Perform coding and Casemix audits when assigned by the Coding Manager, Coding Services, Coding Educator /Auditor or Manager, Health Information Service.
- Participation in all training activities and quality initiatives

- Involvement in upgrades, training, projects, working parties and committees as requested
  - Coding at offsite campuses as allocated and provide assistance in covering periods of leave across all sites
  - Ensure a understanding of Victorian Casemix Funding Model and Victorian Admission Policy
  - Undertake other Coding and Casemix services tasks as allocated, including reporting as required
  - Accurately and appropriately register all details as required under provisions of the Cancer Act 1958 (as amended).
  - Keep up to date with coding related computer software packages and other coding references
  - Ensure patient confidentiality and security is maintained in any of the various mediums of communication – written, verbal or electronic, in accordance with statutory requirements and hospital policies. This includes reporting any breach of this to the Manager, Health Information Service.
  - Undertake additional responsibilities as requested by the Coding Manager or Manager, Health Information Services
  - Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
  - Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Registration(s) Requirements:**

#### **Health Information Manager:**

- Appropriate tertiary qualification in Health Information Management, eligibility for membership of Health Information Management Association of Australia (HIMAA) or equivalent

#### **Clinical Coder**

- A recognised qualification in Clinical Coding

#### **Essential:**

- Entry level position for new graduates
  - Relevant computer technical skills applicable to Clinical Coding Services
  - works on routine tasks within the scope of practice for their profession, consulting with a more experienced Employee when problems arise or when dealing with matters they are unfamiliar with
  - Possess effective interpersonal, communication (verbal and written), time management, planning and organizational skills.
  - Ability to priorities and manage own workload according to pre-determined allocations
  - Be self-directed, motivated and committed to self-improvement
  - Ability to work in a team environment and with students
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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful achievement of:**

- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

- Monthly allocation target is met and maintained
  - PICQ review and update completed monthly
  - Initiation and involvement with clinical queries and record reviews
  - Internal and external audit outcomes to established KPIs
  - Knowledge of clinical coding principles and standards
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### **ALL GV HEALTH STAFF ARE REQUIRED TO**

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
  - Develop and maintain collaborative relationships with all other teams and professionals;
  - Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
  - Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
  - Contribute to organisational quality and safety initiatives;
  - Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
  - Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
  - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
  - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Finance, ICT &amp; Information Services</b>	<b>Health Information Manager / Clinical Coder - Grade 1</b>
<b>Reviewed by:</b>	Clinical Coding Manager
<b>Issue Date:</b>	March 2026

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)