INTRODUCTION

The Curtin Careers Centre, working closely with employers and the university community, sources, develops and delivers career development programs and resources. The purpose of these professional and personal development learning opportunities is to facilitate successful career transitions; especially study to employment and further study and to enhance students’ ability to develop lifelong skills in managing their careers. The Careers Centre also provides accurate, current authoritative labour market and graduate recruitment information focusing on society’s needs and aspirations.

The Careers Centre team has written a series of occupation career booklets to enable tertiary students to consider their chosen field in more depth including information on the current labour market, associated professional associations, pertinent job seeking avenues and samples of relevant and related positions.

Whilst students are actively seeking information about a particular field they need also be aware of recruitment and selection methods and the need to develop strategies to be competitive in their field at graduate entry level.

Self-assessment is an essential component of job seeking i.e. a student needs to be fully aware of their interests, skills, attributes and capabilities to be able to convey this on paper (job application documents) and in person (networking/interviewing/promotion).

The purpose of this occupational booklet is twofold. It will assist students to develop knowledge of trends in employment and current opportunities and to identify existing skills and attributes required to successfully pursue a career in this field.

A student may not be aware that whilst using this resource that they are involved in Career Development Learning (CDL). CDL assists students to develop Self Awareness, to Identify Opportunities, to learn how to Make Decisions, to Manage Transition from university and incorporate Lifelong Learning.

This involves Curtin students working with the Curtin Careers Centre towards the attainment of required skills and knowledge at a tertiary level to successfully manage the changing contexts of life; incorporating:

- Personal Management
- Learning and Work Exploration
- Career Building

The Careers Centre hopes you find this a useful resource.

Contacting the Careers Centre...

Feel free to visit us at Building 303
Email us at careers@curtin.edu.au
Give us a call on (08) 9266 7802
Or check out our website at www.careers.curtin.edu.au

Stay connected to the Careers Centre with Jobs and Events Connect. Access new jobs posted daily, workshop information, special events and employer presentations.

Explore • Connect • Grow
A CHOSEN CAREER IN SERIES

A CHOSEN CAREER IN HEALTH INFORMATION MANAGEMENT

The health care system depends heavily on the management of information, as health records serve as a database for health care planning and management decisions, legal and administrative purposes, research, identifying trends for the treatment of disease and for evaluating the standards and quality of patient care.

Health information management is a challenging profession that involves the application of clinical knowledge, information technology skills, database management and administration. With the personal and sensitive nature of the information being collected and processed by Health information management professions consideration must also encompass ethical and legal considerations (Curtin University, 2010).

A career as a Health information management professional provides the following opportunities for personal work satisfaction (HIMAA, 2006a)

- Contact with a wide range of people and professions
- Ability to be involved in healthcare developments through the rapidly changing dynamics of information technology
- The design and use of sophisticated health information systems
- Opportunities to specialise in computing, financial and health services management
- Being an valued part of the healthcare team
- Planning and implementation of projects

A chosen career in Health Information Management would see you undertaking the following roles and duties (HIMAA, 2006a):

- Design and management of information systems in the healthcare system.
- Collection and generation of records and reports regarding patients who are being treated by medical and allied health specialists.
- Using technical and management skills HIMs establish and monitor computer systems and databases, utilizing their extensive clinical knowledge of disease and surgical procedures.
- Establish procedures and protocols for the appropriate handling and protection of personal data. HIMs are a key stakeholder in the security and legal use of people’s medical records and health information.
WHAT ELSE HAS MY DEGREE TAUGHT ME?

Curtin University policy on graduate attributes outlines the graduate attributes that a student is expected to develop while studying at Curtin in conjunction with specialist discipline knowledge. Not sure what that means? Graduate Attributes are the ‘qualities, skills and understandings a university community agrees its students should develop during their time with the institution. These attributes include, but go beyond, the disciplinary expertise or technical knowledge that has traditionally formed the core of most university courses. They are qualities that also prepare graduates as agents for social good in an unknown future” (Bowden et al 2000).

Curtin graduates show evidence that they can:

- Apply discipline knowledge, principles and concepts
- Think critically, creatively and reflectively
- Access, evaluate and synthesise information
- Communicate effectively
- Use technologies appropriately
- Utilise lifelong learning skills
- Recognise and apply international perspectives
- Demonstrate intercultural awareness and understanding
- Apply professional skills

Combine these attributes with existing skills gained from life and work experiences and you will start to form a solid picture of what you are capable of. If you are having difficulty with outlining your skills or recording your achievements login to Resume Express from the Careers Centre Website: www.careers.curtin.edu.au under the heading Current students, My Employment, Applying for work, Application process. See Module 2: Analyse Your Skills, attend a workshop at the Careers Centre or contact careers@curtin.edu.au to make an appointment to see a Careers Consultant.

Istock (2010)
WHO IS EMPLOYING IN YOUR FIELD?

Through your studies and work experience, you will have developed expertise in the scientific, technical, and administration components of working as a health information management professional, which can lead to an exciting range of employment opportunities (Curtin, 2010).

The Health Information Management Association of Australia (2006) highlights that a career in health information management offers: excellent employment prospects in a fast-growing field, opportunities to specialise in computing, financial, and health services management, opportunities to work in the computer industry or health industry, opportunities to work in the public or private sectors, and useful skills that can be used throughout Australia and in many other countries.

Health Information Management graduates can gain employment with computer and information technology (IT) companies, state and federal health departments, health insurance companies, public and private hospitals, and community health services.

The Curtin School of Public Health has some excellent graduate testimonials from Health Information Management graduates: [http://publichealth.curtin.edu.au/student/careers_him.cfm](http://publichealth.curtin.edu.au/student/careers_him.cfm)

RELATED INDUSTRIES AND LABOUR MARKET INFORMATION

The Department of Education, Employment and Workplace Relations (DEEWR) summarizes the following employment outlook statistics for the Health Care and Social Assistance sector.

- Health Care and Social Assistance sector is expected to provide the largest number of new jobs in the next five years.
- One of the industries creating the most new jobs in the last 10 years.
- 44.9% of workers in the Health Care and Social Assistance sector are aged between 45 and 64. As they retire and this will lead to more opportunities for graduates in future years.
- Strong job growth is expected to continue due to an ageing population and developments in medical technology – approximately 211,500 new jobs in the five years to 2014-15 (DEEWR, 2010).

Job Outlook (2010) outlines the following labour market statistics specific to Health Record Management professionals.

- Strong employment growth is expected in the five years to 2015.
- Health Record Management is a very small occupation within Australia (6,800 in November 2009) with the number of professionals practicing having grown very strongly over the past five years, but with very small occupations employment estimates can fluctuate.
- 67.4% of Health Record Management professionals are employed full-time jobs, with the average weekly hours for a full time worker being 33.4.
- Health Record Management professionals are employed across several industries including: Public Administration and Safety; Health Care and Social Assistance; and Education and Training.
- The proportion of workers leaving the occupation (and needing to be replaced) is 12.7 per cent (annually) compared to the average for all occupations of 13.1 per cent.
SPECIALISATIONS

Clinical Coder

Clinical coding is the translation of narrative descriptions of diseases, injuries and procedures into alphanumeric codes. These codes can then be used for many purposes including the provision of information for health service planning and financing decisions. The codes are also the basis of AN-DRGs. (Australian National Diagnosis Related Groups)

There is a high demand for clinical coders, and excellent employment prospects in both the public and private health care sectors. HIMAA Clinical Coder Education is highly regarded in the health information industry, and offers an excellent entry point to an interesting career. HIMAA Clinical Coder Education courses were developed with the assistance of Federal Government grants in response to a national workforce study.

Clinical Coders need a comprehensive knowledge of medical terminology as their foundation study and progress then to Introductory Clinical Coding Certificate course. After some experience there is the opportunity then to progress to the Intermediate and Advanced courses (HIMAA, 2006b).

HIMAA Education Services awards certificates for:

- Comprehensive Medical Terminology
- Introductory ICD-10-AM coding course
- Intermediate ICD-10-AM coding course
- Advanced ICD-10-AM coding course

The HIM job Board (2009) http://himjobboard.com/ lists position titles that Health Information Professionals may be employed as.

- HIM Director
- Medical Records Director
- HIM Manager & Supervisor
- Credentialed Coder & Consultant
- Educators
- HIPAA Consultant and Privacy Officer
- Clerks &Technicians
- Medical Transcriptionist
- Chargemaster & Revenue Consultant
- Case Management Director and Manager
- Compliance Officer (CHC)
- Cancer Registrar
- DRG Coordinator
- Remote Coder
- Data Quality Manager
- APC Coordinator
- Clinical Data Specialist
- Data Resource Administrator
- Decision Support Specialist
- Patient Information Coordinator
- Coding Operations Coordinator
- Quality Improvement Director
- Risk Manager
GAUGING SALARIES

What are you worth?

As a trainee clinical coder positions (which is the lowest level a graduate will work at) salary will start from $45,000. If you have worked in your industry prior to graduation, your starting salary may be higher in recognition of your experience. As you gain further experience in Health Information Management and take on positions of higher responsibilities and managing other staff, you have the potential to earn over $100,000 in these executive positions.

Depending on your position within government you could be paid under the HSU (Health Services Union - generally for Medical Scientists working within hospitals) (Western Australian Industrial Services Commission, 2008).

A Graduate would start on P1.1:

<table>
<thead>
<tr>
<th>Level</th>
<th>Salary Range</th>
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<tbody>
<tr>
<td>P1.1</td>
<td>$57,093 - $82,223</td>
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<tr>
<td>P1.2</td>
<td>$60,489 - $84,847</td>
</tr>
<tr>
<td>P1.3</td>
<td>$64,318 - $87,547</td>
</tr>
<tr>
<td>P1.4</td>
<td>$67,970 - $91,544</td>
</tr>
<tr>
<td>P1.5</td>
<td>$73,549 - $94,803</td>
</tr>
<tr>
<td>P1.6</td>
<td>$80,150</td>
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</tbody>
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PGSA (Public Sector Award) (Dept of Planning and Infrastructure, 2006) are for government departments and for positions. Students should look at Levels 2 upwards, but be realistic. If you only look at top level positions you may not have the background to be a competitive candidate.

Other awards from graduate positions show that in 2008 graduates over most disciplines were in positions with the salary range of $44,000 - $54,000.

Non-Government Organisations (NGO’s) or Non-for-Profit Organisations may not be able to offer a salary that is competitive as that offered by the public sector but will offer the opportunity to command one through additional experience. Many NGO’s use the Australian Services Union SACS award for Community and Social Assistance roles (Australian Services Union, 2009).

In roles such as academics, researchers and university lecturers salaries will reflect the salaries award scales and collective or enterprise agreement for that industry.
THE JOB SEARCH AND GETTING STARTED

SET UP YOUR DESKTOP

Download jobs of interest for future reference. This allows you to keep a track of who is hiring in your field and the types of positions available.

NOTE: Don’t just save the link as the details will disappear once the position has been filled. Copy the advertisement or any additional files onto Word and keep in your desktop folder.

*This is also a useful tip for when you begin working in your field, keep an eye on pertinent positions at all times.

LOOK ACROSS THE COUNTRY

This will give an idea of who is recruiting and where and differing salary scales.

REGISTER WITH WEBSITES

Consider search terms e.g. Health Management, Health Information, Clinical Coding etc.

This will ensure that email alerts of appropriate jobs are sent directly to you. If positions on Seek or CareerOne etc., give the name of the recruiting company – go directly to their website and check for other employment opportunities.

Apply directly from the company website if possible.

General Job Search Engines

www.seek.com.au
www.careerone.com.au

Specific Job Search Engines

www.hacjobs.com.au
Jobs in health, community and social services.

www.jobs.wa.gov.au
Government positions in relevant agencies

Specific Health and Medical Positions

Science based positions

Employment pages can often be accessed from the homepage, alternatively, a search on Careers or Employment)
THE JOB SEARCH AND GETTING STARTED

ORGANISATIONS & COMPANIES

Public Sector Health

WA Government Jobs in Health:
http://jobs.wa.gov.au/ (includes Pathwest)

ACT Health:
health?a=da&did=3000000

Northern Territory Government vacancies:

NSW Department of Health

QLD Health

SA Government Department of Health:

South Australia Government Vacancies:

Victorian Government Health Information and Employment

Australian Defence Force:
http://www.defencejobs.gov.au/army/Jobs/ScientificOfficerMedicalScientistorResearchScientist/?entryTypeId=5

Federal Government positions

Private Sector Health

Healthscope

St John of God
www.sjog.org.au/ See Careers tab and Browse all for a complete list of all positions

Ramsay Health Care

Western Diagnostics Pathology:

Clinipath Pathology:

Look for Career or Employment pages. See the Careers Resource Officer for assistance if required.
JOB REQUIREMENTS

Pay attention to the job description form (JDF) or job requirements and to the selection criteria.

Selection criteria may be included in a JDF as for government jobs or may be ‘hidden’ in the advertisement. If no set selection criteria are asked to be addressed – target your letter to the position.

Don’t just limit yourself to reviewing entry level or graduate positions, look at the variety of positions in your field at various levels and view the requirements. This will let you discover what will be expected of you at higher levels and the type of experience that you will hope to gain at earlier stages in your career. Consider lifelong learning and developing your career.

JOIN PROFESSIONAL ASSOCIATIONS

This allows you to keep abreast of trends and developments in your field and to check for any employment and networking opportunities. You may find that you are eligible for free; or at reduced fees, for journals, you may also have access to prizes, scholarships, awards and reduced conference/seminar attendance fees. Membership also looks good on your resume or curriculum vitae. Not all Associations are listed here, check out the Links section of the ones listed below for links to other appropriate associations and affiliation.

SOME ASSOCIATIONS

Health Informatics Society of Australia: www.hisa.org.au/

Clinical Coders Society of Australia: www.ccsofa.org.au/


Australian College of Health Services Executives: www.achse.org.au/

American Health Information Management Association: www.ahima.org/

Canadian Health Information Management Association: www.echima.ca/

International Federation of Health Records: www.ifhro.org/
Graduate Programs are employment opportunities that focus around training and development of graduates through structured programs. What the program looks like and involves will vary between organisations; it may be a two year rotational program where a student spends 6 months with different departments within an organisation, or it may be specialised and provide students with intense training within one area of expertise.

Recruitment for Graduate Programs start at the beginning of each year, which means final year students need to be aware of closing dates for graduate programs they are interested in applying for as early as February of their final year of studies.

The benefits associated with a Graduate Program are huge, some of the benefits include:

- A focus on professional and personal development of graduates
- Graduates are exposed to industry and develop a strong knowledge base
- Assists graduates to identify career goals and directions by exposing them to a range of opportunities within an organisation
- Graduates are often mentored by successful professionals
- Graduates are able to build a network of professional relationships
- Refinement and reinforcement of what graduates learn at university

The application process for graduate opportunities is more involved and can take the format of online application forms – online aptitude testing (both short and long answers perhaps covering problem solving and innovation skills, communication and analytical ability, practical numerical skills, personality testing) – assessment centres (meeting staff and other applicants, working in teams on a case study and presenting findings) – to final panel interview.

General opportunities open to students from all disciplines are found mainly in the public sector, the private sector will usually advertise for specific disciplines.

**Department of Health and Ageing**
Closes Mid-Year

**Australian Institute of Health and Welfare**
Closes August

**Department of Health**
http://www.graduate.health.wa.gov.au/about/offered.cfm
Closes August / September

For a full list of programs see:
http://www.graduateopportunities.com/
VOLUNTEERING AND WORK EXPERIENCE

WORK EXPERIENCE

Students will have to be proactive in seeking work experience or related work in their field of study. Project work and practicum experience is available as part of Health Information Management. It is important to capitalise on this experience and the networks this provides.

Seek to add value from practical placements by making yourself available for additional work or work experience either in vacation times or during the academic year.

Get involved in your field early to be a more competitive graduate on completion of studies and to develop further experience in areas of interest. Work Experience and project work is also a great way to trial an area of interest, to see if you wish to pursue and create a career pathway within a specialised field or area of your discipline.

VOLUNTEER ORGANISATIONS

The Heart Foundation
www.heartfoundation.org.au

Hepatitis Council of Western Australia
www.hepatitiswa.com.au

WA Aids Council
www.waids.com

Canteen
www.canteen.org.au

West Australian Council for Social Services
www.wacoss.org.au

Government of WA Volunteering

Arthritis WA:

Australian Youth Ambassadors for Development:

UN Volunteers:
http://www.unv.org/about-us.html

Curtin has their own chapter of AISCEC:
http://aiesecaustralia.org/
http://cv.curtin.edu.au/further/

Youth Challenge Australia:

CSIRO

Volunteering General List Website

Curtin Volunteers
(Citizenship Group Award Winner at the 2008 WA Youth Awards for the outstanding help and support it has provided to the community)
http://cv.curtin.edu.au/

Seek Volunteer search:

ADDITIONAL RESOURCES

National Centre for Classification in Health:
http://nisweb.fhs.usyd.edu.au/ncch_new/

Ohio State University:
http://amp.osu.edu/hims/1361.cfm

Health Information Careers:
http://himcareers.ahima.org/whatishim1.html
EXAMPLES OF POSITIONS

CLINICAL CODER

Position: Clinical Coder Open Ended Recruitment Pool - PIMS Clinical Coding Unit
Position Number/Pool Ref: Pool Ref FH118
Location: Fremantle
Classification: HSU Level 4/5 $53,378 - $63,476 pa pro rata

Job Description
The Patient Information Management Service (PIMS) Department at Fremantle Hospital is establishing a recruitment pool to place applicants into. We are looking for Clinical Coders whose responsibilities will be to abstract, code and group all inpatient episodes of care using the coding and grouping software.

Selection Criteria

ESSENTIAL
1. Possession of a HIMAA Introductory Course or equivalent or, equivalent competency gained through experience in clinical coding.
2. Demonstrated ability to use the coding and grouping software as the primary coding tool.
3. Demonstrated working knowledge of AR-DRGs, casemix and Australian and State specific Coding Standards.
4. Demonstrated ability to work with minimal or no supervision.
5. Demonstrated well-developed interpersonal, written and verbal communication skills.
6. Demonstrated well-developed organisational skills and ability to prioritise allocated workload to meet deadlines.
7. Demonstrated well-developed computer skills.

DESIRABLE
1. Previous experience coding in a teaching hospital environment.
2. Qualified in (or working towards) Health Information Management or equivalent health related qualification.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
4. Knowledge of Disability Services-Awareness of access to health services that affect the clients of this position.
EXAMPLES OF POSITIONS

CLINICAL CODER (CONT)

For Further Job Related Information Please contact Anita Jacoby on 9431 2108 or email anita.jacoby@health.wa.gov.au.

For more information about Fremantle Hospital and Health Service, visit www.fhhs.health.wa.gov.au

Other Conditions This is an “open-ended” recruitment pool, and as such the following should be noted:

• The panel will regularly monitor this advertised recruitment pool for applications, and will assess any applications received on a regular basis.

• For any feedback regarding your application or assessment of your application, please contact the person named within this advertisement for further information. Should you receive any correspondence regarding your application, please contact the person named within the relevant correspondence for further information.

Applicants to this Recruitment Pool may be provisionally selected to positions as they become available. Should a position involve child related work the applicant will be subject to a Working With Children (WWC) Check. For further information please refer to the WWC website at: http://www.checkwwc.wa.gov.au/default.htm
EXAMPLES OF POSITIONS

WORK COMPENSATION CLERK

Department of Health
SOUTH METROPOLITAN AREA HEALTH SERVICE

Position: Workers Compensation Clerk Open-Ended Recruitment Pool
Position Number/Pool Ref: Pool Ref AH110612
Location: Rockingham and Armadale
Classification: HSU Level 3 $47,820 - $52,447 pa pro rata

Job Description

The department of Occupational Safety & Health is seeking a pool of motivated and enthusiastic applicants for the role of Worker Compensation Clerk. This is a challenging yet rewarding position, responsible for coordinating the administration of employee claims for workers compensation. Positions are based at Rockingham and Armadale Hospitals.

If you are looking to pursue a career in health and would like to work in Occupational Safety & Health department, we encourage you to apply.

Selection Criteria

For Further Job Related Information Please contact Reijer Groenveld on (08) 9224 1925 or email Reijer. Groenveld@health.wa.gov.au

For more information about Fremantle Hospital and Health Service, visit www.fhhs.health.wa.gov.au

ESSENTIAL

1. Relevant experience within a human resource/personnel environment.
2. Good verbal and written communication skills.
3. Effective interpersonal skills.
5. Knowledge of workers’ compensation insurance procedures.

DESIRABLE

1. Experience with computer information systems relating to incident/accident data entry and payroll information.
2. Knowledge of Disability Services - Awareness of access to health services which affect the clients of this position.
HEALTH INFORMATION & SYSTEMS MANAGER

PERINATAL AND REPRODUCTIVE EPIDEMIOLOGY RESEARCH UNIT (PRERU)

Total remuneration package up to A$94K

The School of Women's & Children's Health is seeking to appoint a health information and systems manager within the National Perinatal Statistics Unit (NPSU).

The PRERU (incorporating NPSU) conducts epidemiological and qualitative research in reproductive and perinatal health. The unit is part of the School of Women's & Children's Health at the University of New South Wales and is located at the Sydney Children's Hospital, Randwick Hospitals Campus.

NPSU in collaboration with AIHW is embarking on an exciting new phase of business with the Australian Government in its role to establish data standards, knowledge and statistics for policy makers and the community. It will have a pivotal role to play in establishing the new performance reporting arrangements for the Council of Australian Governments to enhance public accountability.

This is a full-time, fixed term position available until 31 December 2010 with strong possibility of a further contract period. Base salary is Level 8 - A$76 - A$86K per year plus 9% superannuation and leave loading

The successful applicant may be required to undertake a criminal record check.

Applicants should systematically address the selection criteria in their application.

Having read all the documentation you may then direct any enquiries to Elizabeth Sullivan via email: e.ong@unsw.edu.au
North West Private Hospital is a 99 bed hospital situated in the northern leafy suburbs of Brisbane. North West provides a wide range of health services including Obstetrics and Women’s Health, Urology, Colorectal surgery, Day Oncology, Medical, General & Plastic Surgery, Surgical Dermatology, Orthopaedics and Paediatrics. North West has also commenced a significant period of growth including expansion of theatres, day surgery and with further redevelopment planned for expansion for Maternity.

Caboolture Private Hospital is a 44 bed collocated hospital situated 30 minutes drive north of North West Private Hospital. Specialities include Gynaecology, gastroenterology, day oncology and haematology, ENT surgery, OMS, plastic surgery, vascular surgery, medical, general surgery and urology.

This is a full-time HIM role with some clinical coding required along with travel between both sites. An attractive salary will be negotiated commensurate with skills and experience.

We offer free on-site parking, corporate packages with HCF, MBF, subsidised meals, safe and secure working conditions.

**Essential:**

- Tertiary qualification in Health Information Management or its equivalent
- Extensive experience in a coding and casemix environment
- Sound coding skills
- Excellent oral and written communication; computer literacy and keyboard skills
- Demonstrated customer service skills
- Demonstrated leadership and management skills
- Experience in and ongoing commitment to Quality Improvement principles
- Experience in the provision and continued development of an efficient Medical Record Service
- Sound knowledge of medico-legal and health record legislation
- Knowledge of Patient Information Systems eg Meditech and / or IBA

In your application, please provide:

1. Covering letter that details your management skills and experience (no more than 2 pages)
2. Current Curriculum Vitae with two Referees

Applications and enquiries to:
Kathryn Hambrook - Non-Clinical Services Manager
North West Private Hospital
137 Flockton Street
VERTON PARK QLD 4053

Telephone: (07) 3246 3185
Mobile: 0412 355 726
Email: hambrookk@ramsayhealth.com.au
CLINICAL CODER

Campbelltown Private Hospital
Clinical Coder

About Us

Owned and operated by Healthscope Ltd, a premier health care provider, Campbelltown Private Hospital is a newly built hospital providing Medical, Surgical and Rehabilitation services to the local community.

About the Role

We are looking for a highly motivated team player to join our Health Information Services Department. Ideally the successful applicant would be required for a minimum of 24 hrs per week with a view to full time employment.

The successful candidate will be responsible for all aspects of ICD-10-AM coding and ensuring that standards and statutory requirements are met.

Selection Criteria

Essential

• Up to date knowledge, experience and practice using ICD-10-AM
• Excellent communication and organisational skills

Desirable

• Experience with the IBA patient information system
• Experience with private sector funding models

For more information

Please contact Chris Profitt, General Manager/Director of Nursing, Tel:(02) 46 219 164, Email: Christine.Profitt@healthscope.com.au

To Apply

Please click the Apply button below to be taken to our online application form. Please supply a letter of application and a Resume.

Closing Date Friday 27 November 2009
EXAMPLES OF POSITIONS

CLINICAL CODER

Sydney Southwest Private Hospital
Clinical Coder

Sydney Southwest Private Hospital, is 93 bed hospital owned by Healthscope, Australia’s premier private hospital operator and is situated in the heart of Liverpool and is close to public transport.

We provide a wide range of surgical specialities within our 5 room operating suites including Orthopaedics, Gynaecology, Obstetrics ,ENT, Urology, General Surgery, Bariatrics and Neurosurgery. The Clinical Coders play an integral role in the hospital and report to the Health Information Manager.

Benefits we offer:

You will be working in a friendly and supportive environment and with Healthscope’s vast network of hospitals across Australia there are outstanding opportunities for career advancement.

An exciting opportunity exists for a Clinical Coder to join our medical records team. The successful candidate will be responsible for the delivery of accurate and timely Clinical Coding for inpatient separations. This helps facilitate in the allocation of Australian Refined Diagnosis Related Groups (AR_DRG) for funding, inpatient activity, clinical and non-clinical research, casemix analysis and patient care quality improvement.

• Successful completion of a recognised Clinical Coding Course (HIMAA or equivalent)
• Up-to-date knowledge, experience and practice using ICD-10-AM
• Experience using IBA patient administration system
• Minimum 3 years experience in clinical coding
• Excellent communication and organisational skills
• Ability to work individually and as a team member
• Flexibility of hours

Enquiries
Sussan Nguyen. Ph: 02 9821 0333
REFERENCES


Contacting the Careers Centre...

Feel free to visit us at Building 303
Email us at careers@curtin.edu.au
Give us a call on (08) 9266 7802
Or check out our website at www.careers.curtin.edu.au

Stay connected to the Careers Centre with Jobs and Events Connect. Access new jobs posted daily, workshop information, special events and employer presentations.

Explore • Connect • Grow