



Position Description

Position title:	Coding Lead
Department:	Health Information Services (HIS)
Classification:	Health Information Manager - Grade 3 (JB10 – JB13)
Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reporting to:	Manager, Health Information Services

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

Health Information Services (HIS) at the Women's covers a range of services including Electronic Medical Record (EMR) support, clinical coding, statutory reporting and data integrity, medical enquiries/release of information (ROI) requests, retrieval of historic medical record for research, and medical transcription (outpatient service).

HIS also manages the Archives Department, which is responsible for overseeing both the historical and cultural memory of the hospital, according to relevant statutes, legislation and retention authorities.

HIS is part of the Informatics Department which has four key portfolios:

- Electronic Medical Record (EMR)
- Business Intelligence & Analytics
- Health Information Services
- Archives

Position purpose

The Coding Lead is responsible for the day-to-day operational supervision of the Clinical Coding Team while also maintaining a high level of specialist clinical coding knowledge and practice. The role supports the delivery of accurate, timely, and compliant coded data to meet organisational performance, statutory reporting, and Activity Based Funding (ABF) requirements.

Role responsibilities include:

- Coordinate the Clinical Coding Team to achieve organisational coding performance and Activity Based Funding (ABF) targets.
- Ensure the integrity and accuracy of coded data through regular audits, validation activities, and correction processes, including review and actioning of PICQ and HAC reports.
- Contribute to the provision of comprehensive and timely statistical reporting related to clinical coding performance and NWAU optimisation.
- Work collaboratively with the Data Team to support the accurate and timely submission of VAED data and Cancer Registry notifications in line with government obligations.
- Undertake testing and validation of system upgrades and enhancements related to clinical coding and ABF processes.
- Lead and support the Coding Team in the implementation and effective utilisation of digital technologies, including Solventum 360 computer-assisted coding and DAWN dashboard reporting.
- Coordinate internal and external clinical coding audits and support audit-related activities and outcomes.
- Maintain a close working relationship with the Coding Auditor/Educator, including coordination of team meetings, education sessions, and ongoing professional development activities.
- Represent the Health Information Services (HIS) Coding Team at meetings relating to ABF, clinical documentation improvement, and related initiatives.
- Actively participate in quality improvement activities to enhance coding accuracy, efficiency, and compliance.
- Assist with research requests and contribute to initiatives that promote and enhance the profile of Health Information Services.
- Undertake additional duties, tasks, and projects as directed by the Manager, Health Information Services.

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Key responsibilities

Leadership and people management

- Lead statutory reporting of inpatient/VAED data for the organisation.
- Develop the HIS Coding Team by setting and tracking performance goals.
- Coach staff to improve specific behaviours, skills, or knowledge.
- Chair team meetings to foster collaboration and strategic decisions.
- Involvement with HIM student placements and education.
- Contribute to the HIS service plan including goals and objectives consistent with organisational vision and strategic direction.
- Contribute to the HIS implementation plan developed to meet accreditation standards
- All staff who have an excess annual leave liability or more than two ADOs in credit have a documented leave plan

Professional practice

- Ensure compliance with coding and dataset regulations
- Maintain data integrity, accuracy and confidentiality
- Any other duties as required that meet relevant standards and recognised practice

Information and data management

- Maintain up-to-date knowledge of VAED/PRS2 reporting, ICD-10-AM and IHACPA advice
- Monitor coding quality using VAED and PICQ reports.
- Collaborate with the implementation of PAS changes in conjunction with the HIS management team and iPM system administrator
- Implementation and education regarding annual Department of Health (DoH) changes; including Criteria for Reporting, Policy and Funding Guidelines etc.
- Participate in clinical partnerships and NWAU optimisation to support accurate coding and revenue outcomes.
- Collaborate with clinicians and contribute to ABF reporting, invoicing, and HIS business processes.
- Actively participate in HIS management meetings and annual performance reviews.
- Liaise with other key stakeholders (e.g. Directors, Executives, HIS, Digital Innovation, EMR, etc.) to ensure positive operational outcomes.
- Supervision of La Trobe University HIM student placements in HIS.
- Assist in the training of new members of the Coding Team.

Innovation and improvement

- Conduct regular audits to ensure data accuracy and completeness.
- Monitor data quality metrics and implement corrective actions when needed.
- Contribute to strategic planning by providing data-driven insights.
- Align reporting practices with organizational goals and healthcare trends

Quality and safety

- Continuously evaluate system and process efficiency and improvement opportunities
- Ensure policies and procedures are continuously reviewed and updated to reflect any changes
- Ensure all staff members complete their mandatory competencies when required
- Address workplace bullying and violence issues in a timely manner.

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Key Performance Indicators (KPIs)

KPIs are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Bachelor of Health Information Management or equivalent degree in health; and/or demonstrated experience in clinical coding
- Demonstrated experience managing health datasets in a hospital or healthcare setting, including familiarity with Victorian datasets (e.g., VAED, Victorian Cancer Registry).
- Staff management experience within a medium-sized health service.
- Ability to interpret data and develop detailed business cases in support of strategic initiatives.
- Proficiency in data analysis, validation, and reporting tools
- Experience in managing workflows, setting priorities, and meeting deadlines in a high-volume environment.

Desirable:

- Seven years demonstrated experience within the field
- Experience using iPM or other PAS
- Experience using Epic or other EMR
- Experience in Coding Auditing (both internal and external)
- Experience in leading or contributing to ICD-10-AM annual change management

Organisational relationships

Internal relationships

- HIS Management Team
- Business Intelligence & Analytics
- Digital Innovation
- EMR team
- PAS and EMR trainers
- Executives, Directors and senior managers

External relationships

- HIS partners across the Parkville Precinct including Parkville EMR team
- Relevant business units within the Department of Health
- Peers within the Victorian health industry
- Software vendors

Direct reports: 10
Indirect reports: 0
Budget responsibility: N/A

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not Applicable
Sitting – remaining in a seated position to complete tasks	Prolonged / Constant
Standing - remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward / forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting / crouching – adopting these postures to complete tasks	Not Applicable
Leg / foot movement to operate equipment	Not Applicable
Climbing stairs / ladders – ascending and descending stairs, ladders, steps	Rare
Lifting / carrying – light lifting and carrying less than 5 kilos	Occasional
– Moderate lifting and carrying 5–10 kilos	Rare
– Heavy lifting and carrying – 10–20 kilos.	Not Applicable
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10–20 kg	Not Applicable
– heavy push / pull forces over 20 kg	Not Applicable
Reaching – arm fully extended forward or raised above shoulder	Not Applicable
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Prolonged / Constant
– Gripping, holding, twisting, clasping with fingers / hands	Prolonged / Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not Applicable
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged / Constant
Hearing – use of hearing is an integral part of work performance	Prolonged / Constant
Touch – use of touch is integral to most tasks completed each shift.	Prolonged / Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Prolonged / Constant
Problem Solving issues associated with clinical and non-clinical care	Prolonged / Constant
Attention to Detail	Prolonged / Constant
Working with distressed people and families	Not Applicable
Dealing with aggressive and uncooperative people	Not Applicable
Dealing with unpredictable behaviour	Not Applicable
Exposure to distressing situations	Not Applicable
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: April 2026

Developed by: Manager, Health Information Services

Date of next review: April 2027

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