POSITION DESCRIPTION

Date	June 2024
Position Title	Manager, Health Information
Division	Finance & Support Services
Reports to	Executive Manager, Finance & Support Services

SECTION 1
Mission, Vision and Values

Mission: To deliver the highest quality healthcare experience for patients.

Vision: To be the preferred choice of doctors, staff and patients, recognised for the provision of high-quality surgical, palliative and mental health services.

Values: Bethesda Health Care is committed to the following values:

- Teamwork – We create an environment of unity and togetherness.
- Respect – We recognise and acknowledge the uniqueness and value of every individual.
- Integrity – We demonstrate honesty and trust.
- Compassion – We work to express God's love through a caring expression of kindness, tolerance and tenderness.
- Excellence – We excel in all that we do so that we can promote our Mission.
- Professionalism – We have pride in the high level of care and service we offer.

Staff are expected to demonstrate these values in the way they work, live the positive behaviours described in the Bethesda Health Care Code of Conduct, and contribute to and promote the positive working culture of the organisation.

SECTION 2
Position Summary and Role Purpose

The Manager, Health and Information (HIM) leads the hospital's health information service to ensure all health information requirements and optimal outcomes are attained.

The HIM is committed to ensuring the confidentiality and privacy of patient information in alignment with governing regulatory requirements.

The HIM is also responsible for ensuring the hospital complies with documentation requirements and the submission of regular hospital reports to relevant stakeholders.

SECTION 3
Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive Officer	Department of Health WA
Executive Team	Contractors
Clinical Nurse and Department Managers	Medical Practitioners
Medical Records Team	ACHS
All staff	Information system providers
	External licensing and reporting bodies

SECTION 4
Key Responsibilities

- Provide leadership, mentoring, and management to the medical records department team
- Ensure the hospital is aligned to all relevant current health information standards and legislation, including privacy, retention and destruction of records, digitisation of patient information, data integrity, clinical coding, clinical documentation, statutory reporting, forms design, WHS, industrial relations, accreditation standards, global best practice and internal Bethesda policies
- Providing leadership in the effective management of resources, workloads and metrics regarding revenue cycle management.
- Chairing the Forms Committee
- Consulting with the Executive on health information issues and proposals
- Development and management of KPIs relevant to clinical coding and health information
- Education of managers and staff in relation to privacy rules and obligations, data standards, medical record standards – digital and paper and other relevant health information issues
- Liaison with health funds on coding, Diagnosis-related Group (DRG), Length of Stay (LOS) and other patient data issues, including contract audits
- Monthly reports for the Quality & Risk Department
- Regular internal audits of doctor documentation
- Liaison with medical staff on documentation issues
- Liaison with clinical, allied health and other staff on health information issues
- Keeping up to date with health information developments and global best practice
- Ad hoc projects as and when request

SECTION 5
Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures.
- Report incidents, hazards and injuries.
- Use personal protective equipment as required and directed.
- Raise WHS issues with WHS representative/s and introduce change.
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment.
- Support staff well-being.
- Lead and role model WHS issues through support of reporting staff participation and resolution of WHS issues.

SECTION 6
Governance Quality and Risk

- Record initiatives and issues in OneVault.
- Abide by Bethesda Health Care's Code of Conduct, Work Health and Safety legislation, *Equal Opportunity Act* and *Disability Services Act*.
- Complete mandatory training, participate in development reviews and support the performance of others.
- Read and abide by the safety and quality responsibilities relevant to your role as outlined in the Clinical Governance Policy/Framework.

> - Promote a culture that supports safety and quality by engaging with clinical performance and safety processes at the unit level.
> - Encourage and support clinicians to speak up for safety.

SECTION 7
Partnering with the Consumer

> Acknowledging and involving patients with their care, responding to clinical and non-clinical queries, assisting as appropriate, and encouraging the use of formal feedback systems.

SECTION 8
Selection Criteria

Qualifications

Essential

- Current Police Check issued within the last six (6) months.
- Bachelor of Science (Health Information Management) or qualifications in a relevant discipline
- Sound understanding of current trends in Health Information Management
- Working knowledge of medical record department procedures and related practices
- Working experience with DRG case payment systems and associated concepts
- Patient database management
- A minimum of five years' experience in health record management
- Building and maintaining strong working relationships with all other Departments
- Previous Experience with managing remote clinical coders utilizing scanning solutions

Desirable

- Relevant Post Graduate qualification
- Work in a Private Hospital

SECTION 9
Acceptance of Position Description

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Employee   Date