



NETCARE

Vacancy

Closing date: 10.05.2024

Role profile

Role title	Hospital Clinical Coder
Division	Hospital
Location	Unitas Hospital
Reporting structure	Pharmacy Manager

Role summary

- Clinical Coding accuracy is a crucial component of consistency of care and to measure best and safest care for patients in Netcare.
- The incumbent will be responsible in collaboration with hospital case management teams, for liaising between the patients, treating clinicians and managed care organisations in order to provide clinical coding that is updated in accordance with the patient response to treatment in order to receive reimbursement from funders.
- The incumbent will assess clinical statements and convert this information into ICD 10 and CPT coding on the patient account.
- The account will reflect the correct treatment path, clinical severity and patient condition through accuracy and completeness of coding.

Key work output and accountabilities

Managed Care Quality of coding

- Work with billing departments to achieve clinical coding excellence on all patient files.
- Application of clinical and coding knowledge to effectively assign and sequence all ICD 10 and CPT codes for services rendered for each patient event.
- Read and analyse records from all available digital and other resources for accurate and appropriate coding that reflects the relevant medical history and care the patient received as well as the response to treatment.
- Engage with all allied service providers to clarify information to ensure complete ICD 10 and CPT coding on each case is achieved.
- Allocate clinical codes to patients' current period of care using knowledge of the information contained within the International Classification of Diseases, revision 10, and CPT coding books.

- Conduct assessment of work to make sure that it is continuous improvement in ICD-10 and CPT coding and collection of quality health data.
- Demonstrate expertise in clinical coding and the DRG model and an understanding of the complex cause and effect factors within the broader managed care industry.
- Continual assessment of work to ensure a continuous improvement in ICD-10 and CPT coding and collection of quality health data.
- Review and analyse clinical coding periodically during a patient event in relation to mapped clinical coding requirements.
- Adherence to Netcare policy and procedure and measurement of performance within the designated key performance area.

Compliance Management

- Comply with all legal requirements regarding clinical coding procedures and practices
- Actions that are guided by the South African Code of Ethics for Clinical Coders and South African coding standards
- Clinical coding accuracy will be measured using reporting and trend analysis from the Netcare data analytics team
- Review of patient records for missing information.

Rejection management

- Review of PMB queries and recommendations for action.
- Communicate with funders about clinical coding errors and disputes.
- Identify discrepancies, potential quality of care and billing issues.

Utilisation Review

Assist with adhoc case management required at hospital level

Internal Customer Support

- Participate actively with the Netcare data analytics team to iteratively improve on coding trends and rejection management.
- Provide support to the hospital-billing department.
- Assist with the training of staff with regard to ICD-10 and CPT coding.

External Customer Support

Contact physicians and other health care professionals with questions about treatments or diagnostic tests given to patients with regard to coding procedures. Serves as coding consultant to care providers.

Skills profile

Education

Essential

- Diploma in Nursing or equivalent NQF level 6 qualification within healthcare sciences.
- Certificate in Advanced ICD-10.
- SANC registration as a Registered Nurse.

Preferred

- Certificate in Advanced Complete CPT for South Africa

Work experience

Essential

- Min of 3 years' experience in Clinical Coding and or Case management in a hospital environment
- Intermediate computer proficiency.

Knowledge

- CPT coding and an understanding of coding standards
- ICD 10 coding and an understanding of coding standards.
- Multi-disciplinary clinical experience and knowledge of medical terminology.
- Excellent communication skills.
- Attention to detail.
- Valid driver's licence and ability to travel.
- Ability to work extended hours.

Non Managerial/ Specialist Skills

Customer Focus and Service Delivery	The capacity to identify and respond to the needs of *internal and external customers. *Internal and external customers include patients, doctors, colleagues, suppliers, visitors, vendors and any other person that requires a relationship
Continuous Improvement	The capacity to improve systems and processes to facilitate continuous improvement.
Personal Work Ethic	Capacity to instil an ethic of quality and consistency in self and others.
Building Relationships	Capacity to establish constructive and effective relationships.
Communication	The capacity to clearly present information, either written or verbal.
Teamwork	Capacity to cooperate with others to work towards a common goal.
Technical Knowledge	The capacity to perform a technical function to required standards.

Values and behaviours

Netcare values	<p>At Netcare, our core value is care. We care about the dignity of our patients and all members of the Netcare family. We care about the participation of our people and our partners in everything we do. We care about truth in all our actions. We are passionate about quality care and professional excellence.</p> <ul style="list-style-type: none"> • Care - The basis of our business. The professional, ethical patient care and services we offer at every level of the organization. • Truth - The crucial element in building relationships that work. Open communication with honesty and integrity is essential. • Dignity - An acknowledgement of the uniqueness of individuals. A commitment to care with the qualities of respect and understanding. • Compassion - We engage everyone with compassion and respond with acts of compassion in all interactions with our patients and their families. • Participation - The willingness and desire to work in productive and creative partnerships with others and the commitment to communicate.
The Netcare way	<p>Netcare is committed to providing quality care. Our basic service standard holds us accountable for the below seven behaviours, which you will be accountable to uphold:</p> <ul style="list-style-type: none"> • I always greet everyone to show my respect. • I always wear my name badge to show my identity. • I am always well-groomed to show my dignity. • I always practise proper hand hygiene to show my care. • I always engage to show my compassion. • I always say thank you to show my appreciation. • I always embrace diversity to strengthen inclusivity and belonging.

Application process

Netcare is an equal opportunity employer

The Company's approved Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Netcare actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to patty.mathibe@netcare.co.za

Please note:

- Please note that reference checks for internal applicants will be conducted with the applicant's current and past Netcare direct line managers and the relevant Netcare HR Managers. Therefore, employees are encouraged to discuss internal job applications with their direct line manager to ensure that the line manager is aware of the application.
- The terms and conditions of employment relating to the function you have applied for will be based on those in the Division within which you will be employed.
- If a candidate has any disability that may impair the individual's ability to perform the job function, the candidate must kindly inform the employer so that an assessment for reasonable accommodation can be made.
- By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without obtaining your prior consent.
- If your application is not successful, we will retain your CV and other information provided on our electronic system for 12 months. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection, and we will immediately securely destroy your personal information.
- Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.

