



Australian Government

HLTADM005 Produce coded clinical data

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.</p>

Application

This unit describes the skills and knowledge required to extract the correct clinical data from simple medical records. A simple medical record is defined as a medical record generated by an episode of care involving day stay, day surgery, planned surgery or simple medical problems with an average length of stay.

This unit applies to clinical coders.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Identify and evaluate clinical data from simple medical records

1.1 Identify the principal diagnosis and principal procedure for an admission when coding from a simple medical record

1.2 Identify additional diagnosis and procedures when coding from a simple medical record with specialties

1.3 Refer any issues concerning clarity and accuracy of the clinical data to the appropriate person

1.4 Evaluate the relevance of other health conditions and factors affecting the patient to establish the principal diagnosis

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.5. Establish the appropriate level of detail of clinical data to meet standards

1.6 Record, enter, edit and maintain a client information system of coded data (disease index)

1.7 Identify the correct clinical data within appropriate timeframes

2. Assign codes to clinical data

2.1 Assign complete and accurate *International statistical classification of diseases and related health problems* (ICD-10-AM), disease and procedures codes abstracted from simple medical records

2.2 Apply *Australian coding standards* (ACS) where appropriate, to ensure the correct assignment of codes when coding simple medical records for specialities

2.3 Establish and record the correct sequence and order of codes related to a single episode in accordance with standards

2.4 Record data clearly, accurately and completely

2.5 Enter the coded data accurately into the client system appropriate

2.6 Complete the process of assigning the correct codes from clinical data within appropriate timeframes

2.7 Maintain confidentiality of medical records and client information at all times

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this

unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>