



Australian Government

HLTCCD009 Undertake a clinical coding audit

Release: 2

HLTCCD009 Undertake a clinical coding audit

Modification History

Release	Comments
Release 2	Release 2 HLTCCD009 Undertake a clinical coding audit supersedes and is equivalent to Release 1 HLTCCD009 Undertake a clinical coding audit. Updated: Mapping details and minor corrections.
Release 1	HLTCCD009 Undertake a clinical coding audit no equivalent unit.

Application

This unit describes the performance outcomes, skills and knowledge to conduct a clinical coding audit and evaluate and validate existing clinically coded data.

This unit applies to highly experienced clinical coders who have the ability to interpret a wide range of highly complex clinical coded data and to conduct clinical coding audits. Work may be performed as an individual or as part of team under limited supervision.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Note: Units marked with an asterisk* include one or more prerequisite units of competency. Refer to unit of competency for prerequisite requirements.

Unit code	Unit title
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HLTCCD008 *	Undertake highly complex clinical coding
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Competency Field

Clinical Coding

Unit Sector

Health Administration

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare for internal and external audits.

2. Validate clinical coding data.

3. Review audit outcomes.

PERFORMANCE CRITERIA

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

- 1.1. Determine objectives, scope and criteria of internal and external audits according to workplace requirements.
- 1.2. Identify audit methodology and resources for an audit plan.
- 1.3. Identify and gather policies and procedures and workplace documentation needed for audit.
- 1.4. Conduct entry meeting with audit parties and explain audit process.
- 1.5. Determine dispute resolution processes.
- 2.1. Identify and arrange access to sample records to be audited.
- 2.2. Review and evaluate coded data according to audit methodology and record findings using audit tool.
- 2.3. Evaluate appropriateness of the assigned Diagnosis Related Group (DRG).
- 2.4. Allocate data discrepancies to relevant error categories.
- 3.1. Participate in formal and informal meetings to address any data discrepancies, error classifications and documentation issues according to organisational policies and procedures.
- 3.2. Raise documentation and classification queries with health care information personnel or clinicians according to organisational policies and procedures.

Foundation Skills

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>