



Australian Government

**Assessment Requirements for HLTCCD010
Analyse and report on clinical coding
auditing**

Release: 2

Assessment Requirements for HLTCCD010 Analyse and report on clinical coding auditing

Modification History

Release	Comments
Release 2	Release 2 HLTCCD010 Analyse and report on clinical coding auditing supersedes and is equivalent to Release 1 HLTCCD010 Analyse and report on clinical coding auditing. Updated: Mapping details and minor corrections.
Release 1	HLTCCD010 Analyse and report on clinical coding auditing no equivalent unit.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- produce a report based on an audit of at least 50 records which includes:
 - key audit findings
 - percentage error rate
 - feedback for improvements
- provide feedback to individual coders and management participating in the above audit.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- current codes of practice and guidelines in relation to clinical coding, including professional ethics
- relevant Australian State or Territory clinical coding standards and protocols
- medical terminology and body systems
- method of rules and conventions applied to clinical data for coding
- sequencing protocols for clinical coding, including those for principal and additional diagnoses and interventions
- key performance indicators (KPI's) and quality indicators for coded clinical data
- basic statistical data analysis methods
- report writing techniques

- techniques for delivering constructive feedback.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- a range of real-life patient health care records or de-identified real patient health care records either electronic or hard copy, that reflect current clinical practice
- current Australian coding classifications
- medical dictionary or other equivalent medical resource
- organisational policies and procedures
- National and State or Territory legislation relevant to clinical coding
- personnel who would commonly participate in formal and informal meetings relating to internal and external audits

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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