



**Australian Government**

# **Assessment Requirements for 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> |

## Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- used current coding manuals and standards to produce accurate and complete coded clinical data from simple medical records for at least 10 different types of patients , including those with:
  - differing length of stay
  - both acute and chronic forms of a disease or condition
  - different service category types
  - with disease or condition in different contexts (co-existing with multiple comorbidities and complications)

## Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- the broad health industry context for clinical coding
- coding factors influencing health status
- definition of a clinical coder and clinical coding, and the purpose of coded data
- current codes of practice and guidelines in relation to clinical coding, including professional ethics
- Australian and relevant state/territory clinical coding standards and protocols
- the way rules and conventions are applied to clinical data to achieve correct clinical codes

- sequencing protocols for clinical coding, including those for principle and additional diagnoses
- timescales within which clinical coding must take place
- classifications and nomenclature used to achieve accurate clinical coding
- clinical data indexing, storage and mapping from clinical terms of classifications
- comprehensive knowledge of medical terminology and body systems
- coding classifications relating to:
  - congenital malformations and deformations
  - endocrine, nutrition and metabolic diseases
  - injuries and external causes of injuries
  - neoplasms
  - infectious diseases
  - blood disorders
  - poisoning and external causes of poisoning
  - symptoms, signs and abnormal clinical findings
- coding classifications for diseases of:
  - circulatory system
  - digestive and hepatobiliary system
  - ear and mastoid process
  - eye and adnexa
  - nose and mouth
  - genitourinary system
  - musculoskeletal system
  - nervous system
  - respiratory system
  - skin and subcutaneous tissue
- coding conditions:
  - relating to drugs, alcohol and mental health
  - in pregnancy, childbirth and the puerperium
  - originating in the perinatal period

## Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - real medical records, either electronic or paper based
  - ICD-10-AM, *Australian classification of health interventions* (ACHI) and ACS coding manuals
- modelling of industry operating conditions, including:
  - presence of time constraints for coding activities

- integration of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency 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>