



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
HLTCCD008 *	Undertake highly complex clinical coding

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>

Assessment Requirements for HLTCCD009 Undertake a clinical coding audit

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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:

- perform an audit on 50 episodes of care including a minimum of:
 - 25 moderately complex episodes of care
 - 5 highly complex episodes of care
- record errors in above coded data
- undertake above audit activities within industry guidelines.

Knowledge Evidence

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

- factors that impact on classification allocation:
 - impact of specific diagnosis and intervention codes
- purposes of internal and external audits
- financial implications of clinical coding
- audit methodologies
- audit processes and industry guidelines for:
 - scope and criteria for audit
 - selection of methodology
 - procedures for documenting and justifying coding variances
 - procedures for reporting

- procedures for following up results
- data sampling methods
- continuous quality improvement (CQI) process
- organisational policies and procedures for:
 - accessing, using, securing and releasing data
 - communicating audit results.

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
- 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

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