Certificate III in Health Administration
Clinical Coding Stream

National Course Code: HLT32912
Training Package: HLT07 Health Training Package

Course description
This Certificate III in Health Administration course will be provided by the Centre for Education and Workforce Development (CEWD) – Sydney Local Health District, a delivery site of the NSW Health RTO.

The course will provide you with a nationally recognised qualification and practical experience through student placements and workshop style sessions to prepare you for getting a job as a clinical coder.

The course will start on 20 July 2015 and run for twelve months. Face to face training will be delivered at the CEWD premises at Rozelle while practical coding sessions will be also held during hospital site visits. Clinical placements will be organised at a range of participating health services, including a three week placement in a medical records department early in the course and a three-week placement in a clinical coding unit towards the end. A summary of the schedule is provided on page 4.

Who is this course for?
Clinical Coders are vital members of the health care team of every hospital, working with health professionals to make sure important patient information is accurately recorded electronically in health data systems. Clinical coders convert inpatient health information into alphanumeric codes according to a health classification system. These codes form part of a data collection repository which is used for research, funding and health care planning at state and federal government levels.

This program enables students to develop skills to become a Clinical Coder in a hospital setting or day surgery centre.

In addition to gaining a nationally recognised qualification, this course will enable you to:
- Demonstrate your initiative and enthusiasm, and showcase your skills to potential employers
- Gain first-hand experience of the Australian hospital system and workplace environment
- Enhance your CV with a professional reference and experience
- Develop comprehensive knowledge and skills required for employment as a clinical coder

The program includes a Job Readiness component which provides a connection between your clinical coding course and the professional experience required to succeed in getting a job in an Australian Hospital or day surgery centre.
Who can apply?
Current health employees and members of the public with no health experience are welcome to apply provided they meet application criteria such as citizenship and willingness to have their criminal records checked. Successful candidates will be selected based on their application, aptitude test results and possibly an interview. The test will be conducted between 21–23 July 2015 at Rozelle. **If successful you will be asked to provide your Unique Student Identifier which you can access on [http://www.usi.gov.au/Pages/default.aspx](http://www.usi.gov.au/Pages/default.aspx).**

Recognition of Prior Learning (RPL)
The Certificate III in Health Administration consists of 15 units of competency including specialist units on medical terminology and introductory clinical coding – see full list of competencies on page 3.

Students of TAFE Open Training and Education Network (OTEN) or the Health Information Management Association of Australia (HIMAA) who have already completed or are close to completing **HLTCC301B Produce coded clinical data** can apply for RPL or Credit Transfer and participate in the job readiness program in a reduced timeframe.

Direct credit transfer or recognition for modules/units may be granted based on previous learning, studies, work and/or life experiences. Your trainer and assessor will review previous qualifications or Statements of Attainment as well as your CV and any other relevant evidence of course/workshop/seminar attendance. Interviews will be conducted to assess third party reports and job descriptions. A review of your knowledge via questioning tools or performance observation may also be necessary.

If you decide to follow a RPL Assessment pathway you will not be required to attend training. However you need to be aware that collecting and sorting evidence for recognition can be just as onerous and time consuming as completing workbooks.

Additional resources required for this course
- Access to a computer with
  - Windows 7 or higher
  - Microsoft Office 2007 or Office 2010
  - CD/DVD drive
- Email and internet access
- Medical Terminology textbook (extra cost)
- Turbo Coder or ICD-10-AM, ACHI & ACS (Clinical Coding Manuals) (extra cost)

Mode of learning delivery
- Online learning
- Face to face
- Self-directed learning
- Workplace learning
- Participant manuals and workbooks
- CD

Competency in the various components will be assessed via:
- Completion of workbooks
- Periodical assessments for Medical Terminology
- Periodical assessments and final examination for Clinical Coding
- Third Party Report/Observation/Oral Questioning as part of workplace assessment
How much is the course?
Fees for the full course are $4,000. The purchase of text books and software programs is additional to the course fees (approximately $400). Discounts will be considered for candidates who have already completed any of the course units of competency as listed below. Details concerning the method of payment will be provided to successful candidates following the selection process.

Units of Competency
BSBMED301B Interpret and apply medical terminology appropriately
HLTIN301C Comply with infection control policies and procedures
HLTWHS200A Participate in WHS processes
HLTHIR301C Communicate and work effectively in health
BSBFLM303C Contribute to effective workplace relationships
CHCORG303C Participate effectively in the work environment
BSBFLM309C Support continuous improvement systems and processes
BSBMED303B Maintain patient records
BSBINM301A Organise workplace information
BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment
BSBRKG303B Retrieve information from records
HLTHIR403C Work effectively with culturally diverse clients and co-workers
BSBWOR301B Organise personal work priorities and development
HLTAP301B Recognise healthy body systems in a health care context
HLTCC301B Produce coded clinical data

Furthering your career in related areas
HLTCC401B Undertake complex clinical coding - HIMAA
HLTCC402B Complete highly complex clinical coding - HIMAA

Coding Auditing Course – La Trobe University
Degree in Health Information Management – Curtin University or La Trobe University

Information for other health courses can be found on:
- Health Education and Training Institute www.heti.nsw.gov.au
Program schedule
Please note some of these dates are yet to be finalised. Apart from Orientation, face-to-face sessions and tutorials will be held on Thursdays. The Schedule includes two student placement periods, 3 weeks each on full-time basis.

### Summary of Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>When</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-face attendance at CEWD Rozelle</td>
<td>Monday 3/8/15</td>
<td>One day</td>
<td>Orientation</td>
</tr>
<tr>
<td>(non-technical units)</td>
<td>July – December 2015</td>
<td>Total of nine days</td>
<td>Every second Thursday from 6/8/15 to 10/12/15 (excluding Medical Records Department Placement period in September – October)</td>
</tr>
<tr>
<td></td>
<td>Thursday 19/5/16 &amp;</td>
<td>Two days</td>
<td>Seminar Days</td>
</tr>
<tr>
<td></td>
<td>23/6/16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology online</td>
<td>August – November 2015</td>
<td>3 – 4 months</td>
<td>Self-directed study (revision will be included in the practical coding sessions)</td>
</tr>
<tr>
<td>Placement in a hospital Medical Records Department</td>
<td>September – October 2015</td>
<td>3 weeks (full-time)</td>
<td>Actual dates will depend on individual and departmental circumstances</td>
</tr>
<tr>
<td>Clinical Coding online training</td>
<td>December 2015 – May 2016</td>
<td>6 months</td>
<td>Self-directed study</td>
</tr>
<tr>
<td>Medical Terminology &amp; Clinical Coding tutorials at Rozelle</td>
<td>February – June 2016</td>
<td>10 sessions</td>
<td>Approximately every second Thursday (actual dates to be finalised)</td>
</tr>
<tr>
<td>Round-table coding sessions at Rozelle and various hospitals</td>
<td>March – May 2016</td>
<td>3 x 6hr sessions</td>
<td>Dates will depend on group arrangements and departmental availability</td>
</tr>
<tr>
<td>Placement in a hospital Clinical Coding Department</td>
<td>June 2016</td>
<td>3 weeks (full-time)</td>
<td>Actual dates will depend on departmental availability and student progress</td>
</tr>
</tbody>
</table>

For more information please contact:

| Vicki Nicolaou | Clinical Coding Trainer | (02) 8755 3518 | vicki.nicolaou@sswahs.nsw.gov.au |