These courses (and qualification/s) provide those who provide clinical coding and administrative functions in health services where the worker is required to work autonomously or as a senior member of staff in an administrative team. Occupational titles for these workers may include:

- Medical records section leader
- Senior clerk
- Team leader for clinical services
- Clinical Coder
- Senior clinical coder
- Administration supervisor
- Executive assistant
- Team leader for clinical services
- Executive assistant

**Learning Pathways**

These courses allow you to develop initial clinical coding skills, extend these to advanced coding and to obtain full Certificate IV in Health Administration, depending upon job requirements. eHe have integrated all concepts covered across these units of competency into 5 courses, all of which can be taken online at your own pace, starting at any time.

You may take this course in stages, beginning with coding introduction (day stay episodes), and progressively add to your skills. This course may also be taken by clinicians or qualified clinical coders who seek recognition for their prior learning, in which case those areas of skill already possessed will be assessed and you will only need to take the additional components.

**Qualification Recognition**

The Certificate IV in Health Administration is a nationally recognised qualification. National recognition means that this qualification can only be awarded by a Registered Training Organisation (RTO) who have suitably qualified and experienced trainers to deliver and assess competence in this area. RTO’s must comply with all regulatory standards and registration requirements as detailed within the national Vocational Education and Training (VET) quality framework managed by our national regulator, the Australian Skills Quality Authority (ASQA) [http://www.asqa.org.au/].

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1 as described in the Australian Government Department of Education, Employment and Workplace Relations HLT07 Health Training Package Version 4 available from [www.training.gov.au](http://www.training.gov.au), the official National Register of Information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs)
The table below shows the national competencies specified for these qualifications and how they are offered in eHE courses. You may take these courses in different combinations to meet your work requirements or to gradually develop your skills.

To achieve the Certificate IV in Health Administration the successful completion of fifteen units of competency of which 5 are core is required, the remaining 10 are elective units of competency and one additional pre-requisite competency in introductory clinical coding. These can be achieved through course work or recognition of prior learning.

<table>
<thead>
<tr>
<th>eHE Courses</th>
<th>Competency Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Records</td>
<td>Establish effective workplace relationships (Includes relationships between clinical coders and clinical staff required to support coding practice) BSBWOR401A Implement and monitor compliance with legal and ethical requirements (HLTHIR506C) Provide Information from and about records (BSBRKG402B) Review the status of a record (BSBRKG401B) Apply the principles of confidentiality, privacy and security within a medical environment (BSBMED305B)</td>
</tr>
<tr>
<td>Clinical Coding 1 - Introduction</td>
<td>Interpret and apply medical terminology appropriately (BSBMED301B) Produce coded clinical data (HLTCC301B) - pre-requisite for HLTCC competencies.</td>
</tr>
<tr>
<td>Clinical Coding 2 - Intermediate</td>
<td>Undertake complex clinical coding (introducing casemix) (HLTCC401B)</td>
</tr>
<tr>
<td>Introduction to Health Administration</td>
<td>Contribute to WHS processes (HLTWHS300A) Contribute to organisational effectiveness in the health industry (includes basis of coding and utility in healthcare planning) (HLTHIR402D) Plan, organise and facilitate learning in the workplace (TAEDEL402A) Analyse health information (HLTAP501C) Assess competence (TAEASS402B) Participate in a quality audit (BSBAUD402B)</td>
</tr>
<tr>
<td>Clinical Coding 3 - Advanced</td>
<td>Use advanced health terminology in a professional context (HLTAN501C) Complete highly complex clinical coding (includes DRG / casemix in more detail) (HLTCC402G)</td>
</tr>
</tbody>
</table>

**Delivery Methods**

This course is delivered online, with support from a dedicated tutor. The course is divided into courses which are delivered in integrated modules, each of which has a learner’s guide with exercises, exercise answers, and quizzes which count towards the qualification.

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2 This is called ‘having the qualification in their recognised scope’.
**Assessment**

This course requires the successful completion of all given activities. Assessment activities undertaken provide additional learning opportunities and they enable self assessment of a candidate’s progress throughout.

**Student Workload (Total Hours)**

Workloads will vary between individuals as it is very much dependent upon previous training and assessment knowledge, skills and work experience. It is to be expected that each module can be completed part time in a week, but a pace of 1 module every 2 weeks is within the anticipated timing. These courses are designed to be flexible and to support learning, rather than to enforce a specific schedule upon students. The course is designed to be able to be completed within 9 months full time, or 2 years part time, but may be taken at your own speed.

**Required Materials and Resources**

Students need to have access to a computer with word processing software, a pdf reader, an Internet browser and have reliable access to Broadband Internet.

**Textbooks**

ICD-10-AM textbooks or eBooks. Details of how to obtain these resources are provided on the course site.

All other materials, including web links to required sites are provided on the course site.

**Keywords/Learning Topics**

MESH: ICD10, Clinical Coding, Morbidity, Health Administration, DRG, Casemix

**Prior Knowledge & Skills Recommended**

- **English language skills** – Competent User
  (International English Language Testing System (IELTS) - 6)
  (or equivalent in the language of presentation)

- **Basic computing skills** including the ability to undertake a range of everyday computer operations and the ability to use the internet, email, save and retrieve documents and to recognize the different types of documents.

**Enrolment**