

40882 Apply clinical coding principles and processes in a health and wellbeing setting

Kaupae Level	5
Whiwhinga Credit	30
Whāinga Purpose	This skill standard is intended as an introductory assessment of skills for people who are engaged in clinical coding work. People credited with this skill standard are able to identify the key principles of clinical coding, review clinical documentation and extract appropriate diagnosis and procedure codes, allocate diagnosis and procedure codes, interpret ACS for ICD10-AM and ACHI, and interpret National Coding Advice. This skill standard may contribute to the <i>Apply clinical coding principles and processes in a health and wellbeing setting (Micro-credential)</i>, Level 5, 30 credits (ID: 129383-1)

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Identify the key principles of clinical coding.	a. Explain the relevance of ACS to clinical coding.
	b. Outline key principles of ACS coding standards.
	c. Outline the structure and organisation of the ICD-10-AM Tabular List of Diseases and the Alphabetic Index.
	d. Identify lead terms in selected diagnoses.
	e. Apply ICD-10-AM New Zealand coding conventions to the coding of diseases.
	f. Outline the organisation and hierarchy of the ACHI Tabular List of Interventions.
	g. Outline the organisation of the Alphabetic Index of Diseases.
	h. Explain use of Code of Ethics and the Clinical Coder's Creed.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
2. Review a person's clinical documentation and extract appropriate diagnosis codes.	a. Appraise clinical information to determine the current health status of a person.
	b. Assess the discharge summary within a person's clinical record.
	c. Review a person's clinical record and extract appropriate clinical documentation.
	d. Appraise clinical documentation and define the principal diagnosis for admission as per ACS 0001.
	e. Appraise clinical documentation and define any additional diagnosis as per ACS 0002.
	f. Appraise clinical documentation and determine any external causes of injury.
	g. Classify adverse drug events to the correct drug diagnosis code.
	h. Determine appropriate supplementary conditions.
3. Review a person's clinical documentation and extract appropriate procedure codes.	a. Assess the discharge summary within a person's clinical record.
	b. Review a person's clinical record and extract appropriate clinical documentation.
	c. Identify any operation notes.
	d. Appraise a person's clinical documentation and define the principal medical procedure.
	e. Assign additional procedure codes as per ACS 0042.
	f. Explain the differences between cerebral and conduction anaesthesia.
	g. Identify different procedure types and apply the ACS 0016 hierarchy of procedure code order.
	h. Assign procedure codes as per ACS 1615.

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
4. Allocate diagnosis and procedure codes.	a. Determine the lead term for a person's diagnoses.
	b. Determine the lead term for a person's procedures.
	c. Identify any ACS that need reviewing prior to code allocation.
	d. Identify note instructions at the beginning of the Diseases Tabular to inform code allocation.
	e. Identify note instructions at the beginning of the Interventions Tabular to inform code allocation.
	f. Allocate instructional notes within coding using the Diseases Tabular and Interventions Tabular.
	g. Assign own instructional notes to codes or sections.
	h. Search via code, lead- term, sub-term, ACS, or via electronic index.
5. Interpret ACS in relation to ICD10-AM andACHI.	a. Define the purpose of ACS for ICD-10-AM andACHI.
	b. Review the ACS table of contents to source appropriate standards for instruction.
	c. Apply practical clinical scenarios based on ACS examples.
6. Interpret National Coding Advice from the Independent Health and Aged Care Pricing Authority (IHACPA), New Zealand Coding conventions, and New Zealand Coding Authority (NZCA) advice.	a. Define the purpose of National Coding Advice.
	b. Recognise when to use coding rules when guided by the Interventions and Diseases Tabulars.
	c. Analyse a clinical scenario against National Coding Advice to ascertain the appropriate clinical code application.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment Specifications:

Evidence for the practical components of this skill standard must be generated in a clinical coding setting under guidance, and must reflect best practice (including legal, cultural and ethical considerations). Practice must follow organisational policies and procedures.

Definitions:

- *ACHI* refers to the Australian Classification of Health Interventions (ACHI) – used to classify surgeries, therapies and health interventions.
- *ACS* refers to the Australian Coding Standards (ACS) – guidelines designed for nationally consistent application of ICD-10-AM and ACHI.
- *ACS 0001* refers to Principal diagnosis.
- *ACS 0002* refers to Additional diagnoses.
- *ACS 0016* refers to General procedure guidelines, and instances where routine clinical interventions undertaken as part of treatment do not warrant separate coding.
- *ACS 0042* refers to Procedures normally not coded.
- *ACS 1615* refers to Specific diseases and interventions related to the sick neonate.
- *ICD-10-AM* refers to the International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification – used to classify diseases, injuries and related health problems.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

Key principles of clinical coding:

- Defining the term ‘clinical coding’.
- ICD-10-AM and ACHI.
- Morbidity and mortality.
- ACS.
- Lead terms.
- ICD-10-AM coding conventions for disease coding.
- Alphabetic Index of Diseases.
- Code of Ethics and Clinical Coder’s Creed.

Clinical documentation and extracting appropriate diagnosis codes:

- Medical complications of care.
- Clinical records and discharge summaries.
- Clinical documentation from clinical records.
- Principal diagnosis (ACS 0001).
- Additional diagnosis (ACS 0002).
- Drug diagnosis coding.
- Supplementary conditions.

Clinical documentation and extracting appropriate procedure codes:

- Operation notes.
- Principal medical procedure.
- Additional procedure codes (ACS 0042).
- Cerebral and conduction anaesthesia.
- Hierarchy of procedure codes (ACS 0016).
- Application of ACS 1615.

Diagnosis and procedure codes:

- Lead terms for a person's diagnoses and procedures.
- ACS reviewing.
- Diseases Tabular note instructions for code allocation.
- Interventions Tabular note instructions for code allocation.
- Instructional notes.
- Code searching via different means – code, lead-term, ACS, electronic index.

ACS in relation to ICD10-AM andACHI:

- ACS for ICD-10-AM andACHI.
- ACS table of contents.
- Clinical scenarios using ACS examples – infectious and parasitic disease, diabetes mellitus, pregnancy, childbirth and the puerperium, neonates, cardiology, orthopaedics, COVID-19, neoplastic disease, injuries and poisonings.

National Coding Advice from the Independent Health and Aged Care Pricing Authority (IHACPA), New Zealand Coding conventions, and New Zealand Coding Authority (NZCA) advice:

- National Coding Advice.
- Coding rules guided by Interventions and Diseases Tabulars.
- Clinical scenarios using National Coding Advice.

Rauemi | Resources

- Health New Zealand | Te Whatu Ora. (2019). *New Zealand clinical coding*. Available at <https://www.tewhatauora.govt.nz/for-health-professionals/data-and-statistics/nz-health-statistics/classification/new-zealand-clinical-coding>.
- Health New Zealand | Te Whatu Ora. (2025). *New Zealand Coding Authority coding queries*. Available at <https://www.tewhatauora.govt.nz/for-health-professionals/data-and-statistics/nz-health-statistics/classification/new-zealand-coding-authority/coding-queries>.
- IHACPA. (2022). *ICD-10-AM/ACHI/ACS*. Available at <https://www.ihacpa.gov.au/health-care/classification/icd-10-amachiacs>.
- IHACPA. (2023). *National Coding Advice*. Available at <https://www.ihacpa.gov.au/resources/national-coding-advice>.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Community and Social Services > Health, Disability, and Aged Support > Public Health Practice
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0024

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	25 September 2025	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council at qualifications@toitutewaiora.nz to suggest changes to the content of this skill standard.