

**Apply clinical coding principles and processes in a health
and wellbeing setting (Micro-credential)**

Level 5, 30 credits

Micro-credential number ()

Reporting Code ()

Toitū te Waiora

**Community, Health, Education and Social Services Workforce
Development Council**

(MOE 6048)

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Listing

Title

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

Level and credits

Level 5	30 credits
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Classification (NZSCED)

Community and Social Services > Health, Disability, and Aged Support > Public Health Practice

Purpose

This micro-credential provides learners with the knowledge to extract clinical information and translate that into ICD10-AM codes for diagnosis, treatment complications, adverse effect of drugs and poisoning, injuries and their external causes as well as procedures and interventions.

Outcome

On successful completion of this micro-credential, learners/ākonga will be able to identify the reason for admission in the assignment of a principal diagnosis, determine any additional diagnosis and apply any coding instruction or rules to those diagnosis. Additionally, they will be able to determine complications of treatment and other co-morbidities that are required to be collected for the National Minimum DataSet (NMDS). They will understand the different types of procedural and intervention codes applicable to the New Zealand environment and be able to assign these where instructed.

Learners/ākonga will have essential knowledge on how to determine the correct diagnosis and procedure codes, follow Australian coding rules and National coding advice to ensure accurate code assignment at an Introductory level.

Learners/ākonga will have knowledge of:

- Common disease processes within the New Zealand patient cohort.
- National minimum data set.
- International classification of disease – Australian modification 12th edition.

- Australian Coding Standards (ACS) and the Australian Classification of Health Interventions (ACHI).
- Independent Health and Aged Care Pricing Authority (IHACPA) National coding advice.
- New Zealand Coding Authority (NZCA) national coding advice and coding conventions.
- Procedures and interventions provided in New Zealand hospitals.
- External causes of injuries.
- Adverse effects of drugs and poisonings.
- Procedural complications.
- Comorbidities of patient cohort.

Learners/ākonga will be skilled in:

- Identifying the principal diagnosis for admission.
- Identifying the principal procedure/intervention.
- Applying ACS0002 additional diagnosis standard.
- Turbo coder electronic indexes, tabular and ACS.

Education pathway

This micro-credential is intended for learners/ākonga who work in or who are working towards recruitment to clinical coding roles within the Planning Funding and Outcomes directorate of Health New Zealand.

Pathways into this micro-credential include completion of a *Medical Terminology course – Certificate of Proficiency* delivered at Auckland University of Technology (AUT) or Health Information Management Association of Australia (HIMAA) programmes.

Successful completion of this micro-credential can lead to enrolment into Intermediate and Advanced clinical coding courses offered by Health New Zealand.

Assessment standards

ID	Title	Level	Credit	Version
40XXX	Apply clinical coding principles and processes in a health and wellbeing setting	5	30	1

Review period

November 2027, and then at two-year intervals.

Approval

Learning outcomes

On completion of this micro-credential, learners/ākonga will be able to:

- Summarise the key principles of clinical coding.
- Review a person's clinical documentation and extract appropriate diagnosis codes.
- Review a person's clinical documentation and extract appropriate procedure codes.
- Allocate diagnosis and procedure codes.
- Interpret ACS for ICD10-AM andACHI.
- 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.

Need and acceptability

This micro-credential is designed to offer recognition to a person who works in a clinical coding setting under guidance of an experienced clinical coder. The micro-credential fills a significant gap, as there are currently no clinical coding-related unit or skill standards listed on the Directory of Assessment and Skill Standards (DASS) or qualifications listed on the New Zealand Qualifications and Credentials Framework (NZQCF). At present, most New Zealand-based clinical coders undertake the Introductory to Clinical coding programme offered by HIMAA Education Services in Sydney, Australia via online learning.

Support for this initiative comes from Health New Zealand Te Whatu Ora, who employ approximately 220 clinical coders across Aotearoa New Zealand.

Admission

Providers must verify that international students enrolling in this micro-credential have the necessary English language proficiency to study at Level 5. Rules are outlined in section 22 and

‘Appendix: Internationally Recognised English Proficiency Outcomes for International Students’ in the [NZQA Programme Approval, Recognition, and Accreditation Rules 2022](#).

Credit recognition and transfer, recognition of prior learning

Providers seeking accreditation for delivery of this micro-credential will implement regulations, policies and processes described within an organisational quality management (QMS) system that will assist learners to have their relevant learning recognised and credited.

Provision for awarding credit will need to cover:

1. Cross-crediting (from another assessment standard, skill standard, micro-credential, or programme within the organisation).
2. Recognition of prior learning (credit awarded for informal or uncertificated learning).

Length and Structure

Length

This micro-credential requires a notional total of 300 hours of teaching, learning, and assessment.

Providers are expected to design a micro-credential that includes delivery mode/method and a breakdown of teaching and learning hours. This could offer learners self-directed options including:

- a) background reading and resources relating to clinical coding, b) a range of training scenarios, and
- c) online tests for self-testing competencies. There must be robust systems in place to ensure learners receive and complete learning materials prior to the start of the taught programme. Self-directed learning is not appropriate after assessment has occurred.

Structure

This micro-credential has six components:

- Key principles of clinical coding.
- Clinical documentation and extraction of appropriate diagnosis codes.
- Clinical documentation and extraction of appropriate procedure codes.
- Diagnosis and procedure codes.
- ACS for ICD10-AM andACHI.
- Independent Health and Aged Care Pricing Authority (IHACPA) National Coding Advice and New Zealand Coding conventions and New Zealand Coding authority advice.

See details in -

Appendix 1 - Component Descriptor

Assessment methods

Provider assessment must meet the consent and moderation requirements of CMR 24 and the assessment requirements of the skill standards listed in this micro-credential.

NZQA's [Aromatawai and the Principles for assessment](#) should be used in this micro-credential - assessment must be fair, valid, consistent, and appropriate given the stated learning outcomes.

Resubmissions, re-assessments, and appeals should be considered against the provider's QMS.

Please refer to Appendix 1 – Micro-credential Component Descriptor attached to this application for further information.

Pre-assessment moderation

Providers will need to submit skill standard based assessment materials for pre-assessment moderation before they are used, as specified in the current CMR document, and outlined on the Toitū te Waioira website.

Post-assessment moderation

Provider post-assessment moderation of skill standard assessments will use methods outlined on the Toitū te Waioira website.

Further information is available at toitutewaioira.nz.

Providers are expected to have policies in place as part of their Quality Management System (QMS) to carry out their own moderation of micro-credential delivery and assessment.

Completion

Skill standard XXXXXX must be completed prior to award of this micro-credential.

Review process

Toitū Te Waioira will engage with the sector to review content and to ensure it remains fit for purpose.

Toitū te Waiora will ensure that:

- Micro-credential content, structure and assessment is current and reflects the needs and key stakeholders in the sector, and learners.
- Micro-credential outcomes for learners, and particularly for Māori and Pasifika learners, are equitable.
- The micro-credential is amended to reflect changes in the sector (e.g. new approaches to practice, theory, and practical application).
- Any changes made to the micro-credential add value for the sector, and learners.
- Updates to the micro-credential will reflect any changes made to skill standard XXXXXX.

Providers are expected to use processes stipulated in their QMS to ensure micro-credential delivery is reviewed on a regular basis. Those processes will measure and monitor the quality of outcomes for learners and stakeholders, particularly for Māori and Pacific learners.

The micro-credential will be formally reviewed by the relevant Industry Skills Board in 2027, and then at two-yearly intervals.

Appendix 1 - Component Descriptor/s Example

Component 1 Title: Summarise the key principles of clinical coding.

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to:</p> <ul style="list-style-type: none"> • Learning Outcome 1 - Summarise the key principles of clinical coding. 		
Topics (Indicative content)	<ul style="list-style-type: none"> • What clinical coding is. • Scope, structure, and organisation, of ICD-10-AM and ACHI. • Scope, structure, hierarchy, and organisation, of ACHI. • Scope of Australian Coding Standards (ACS). • Lead terms for selected diagnoses. • Application of ICD-10-AM coding conventions to disease coding. • Organisation of the Alphabetic Index of Diseases. • Code of Ethics and Clinical Coder's Creed. 		
Delivery Methods / Learning Activities	<p>Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.</p>		
Standard	<p>XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)</p>		

Component 2 Title: Review a person's clinical documentation and extract appropriate diagnosis codes.

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to:</p> <ul style="list-style-type: none"> • Learning Outcome 2 - Review a person's clinical documentation and extract appropriate diagnosis codes. 		
Topics (Indicative content)	<ul style="list-style-type: none"> • Medical complications of care. • Clinical records and discharge summaries. • Extracting clinical documentation from a person's clinical record. • Principal diagnosis (ACS 001). • Additional diagnosis (ACS 002). • Drug diagnosis coding. • Supplementary conditions. 		
Delivery Methods / Learning Activities	<p>Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.</p>		
Standard	<p>XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)</p>		

Component 3 Title: Review a person's clinical documentation and extract appropriate procedure codes.

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to:</p> <ul style="list-style-type: none"> • Learning Outcome 3 - Review a person's clinical documentation and extract appropriate procedure codes. 		
Topics (Indicative content)	<ul style="list-style-type: none"> • Operation notes. • Defining a principal medical procedure. • Additional procedure codes (ACS 0042). • Cerebral and conduction anaesthesia. • Hierarchy of procedure codes (ACS 0016). • Application of ACS 1615. 		
Delivery Methods / Learning Activities	<p>Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.</p>		
Standard	<p>XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)</p>		

Component 4 Title: Allocate diagnosis and procedure codes.

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	On successful completion of this component, learners will be able to: <ul style="list-style-type: none">• Learning Outcome 4 - Allocate diagnosis and procedure codes.		
Topics (Indicative content)	<ul style="list-style-type: none">• 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.		
Delivery Methods / Learning Activities	Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.		
Standard	XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)		

Component 5 Title: Interpret ACS for ICD10-AM andACHI.

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	On successful completion of this component, learners will be able to: <ul style="list-style-type: none">• Learning Outcome 5 - Interpret ACS for ICD10-AM andACHI.		
Topics (Indicative content)	<ul style="list-style-type: none">• Purpose of ACS for ICD-10-AM andACHI.• ACS table of contents review.• Clinical scenarios using ACS examples.		
Delivery Methods / Learning Activities	Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.		
Standard	XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)		

Component 6 Title: Interpret National Coding Advice from the Independent Health and Aged Care Pricing Authority (IHACPA).

Level	5	Credits	5
Mode	Online (Theoretical)	Duration	50 hours
Learning outcomes	<p>On successful completion of this component, learners will be able to:</p> <ul style="list-style-type: none"> • Learning Outcome 6 - Interpret National Coding Advice from the Independent Health and Aged Care Pricing Authority (IHACPA), New Zealand Coding conventions, and New Zealand Coding Authority advice. 		
Topics (Indicative content)	<ul style="list-style-type: none"> • Purpose of National Coding Advice. • Coding rules guided by Interventions and Diseases Tabulars. • Clinical scenarios using National Coding Advice. 		
Delivery Methods / Learning Activities	<p>Assessment will be conducted via an online learning management system and assessed via an assessment tool developed by the training provider.</p>		
Standard	<p>XXXXXX – <i>Apply clinical coding principles and processes in a health and wellbeing setting</i> (Level 5) (30 credits) (version 1)</p>		