Government of **Western Australia**
Department of **Health**

Clinical Coding
Technical Advisory Group (TAG)
Terms of Reference

Purpose
The Clinical Coding Technical Advisory Group (TAG) provides advice to the Western Australian Clinical Coding Authority (WACCA) on existing and proposed ICD-10-AM/ACHI/ACS classification instructions to ensure the production of high-quality clinical coding data.

Term
These Terms of Reference are effective from the first TAG meeting and will be reviewed annually.

Scope
TAG consists of technically-focused coding professionals who share their knowledge, processes and ideas relative to the production of coded data. TAG also serves as a network of contacts to which WACCA can circulate information in relation to state and national coding practice, quality and integrity.

In-scope activities for TAG:

- Reviewing, investigating and providing feedback on proposals for:
  - WA Coding Rules ('Rules')
  - WACCA Clinical Coding Guidelines ('Guidelines')
  - ICD-10-AM/ACHI//ACS and AR-DRG addenda ('Addenda')

- Participating in face-to-face forums on coding-related topics held by WACCA

Governance
TAG is accountable, and reports directly, to the Director, Information and Performance Governance.

Membership
- Chair – Manager, Quality and Assurance or proxy (for face-to-face discussions and forums)
- All WACCA team members
- Non-WACCA members:
  - One representative from the Health Information Audit Team.
  - Up to two representatives from each Health Service Provider and private WA hospitals, who currently hold a position that influences coding quality, such as those performing training and education, auditing or who are currently employed as senior coders.

Member responsibilities
- Members will act in accordance with the Clinical Coding Practice Framework and the Clinical Coder's Creed (ACS Appendix A).

The Chair will:
- Facilitate discussion at face-to-face meetings and forums and summarise key points, including 'next steps', to be taken following these sessions;
- Report to the Director, Information and Performance Governance on the activities of the Group.

WACCA will:
- Circulate the WA Coding Rule Development Schedule (Appendix A).
- Share:
  - Rule proposals as they arise.
  - Proposals for Guidelines and Addenda.
  - Other information in relation to coding practice, quality and integrity.
- Consider and respond to all members' feedback on Rule proposals.
- Consider and respond to all members' feedback on Guideline proposals.
- Determine and communicate 'next steps' of Rule proposal development to members.
- Determine and communicate 'next steps' of Guideline proposal development to members.
- Publish interim and final Rules; and Guidelines on their website.
- Submit queries to the Independent Hospital Pricing Authority (IHPA).
- Submit queries to IHPA or initiate further TAG consultation (via writing or face-to-face discussion) where feedback doesn't indicate majority consensus has been reached on an issue or proposal.
- Submit collective state feedback on Addenda proposals to IHPA.
- Hold up to four face-to-face forums annually, on coding-related topics requested by members.
  - Clinical, documentation and classification topics may be requested.
  - Forums may be held as presentations, peer review exercises etc. and pre-forum work may be required by members.
- Work with members to plan for proxies.

- See also Appendix B, Flow-chart: TAG consultation process for WA Coding Rule and WACCA Clinical Coding Guideline proposals.

Non-WACCA members will:
- Where appropriate, consult with coding professionals, specialist clinicians, clinical documentation improvement specialists etc. at their service in relation to proposals.
- Review, investigate and provide written feedback on proposals within requested timeframes or arrange a proxy to do so.
  - For members preferring verbal feedback, WACCA will contact you via phone or video, upon request.
- Suggest coding-related topics for face-to-face forums.
- Attend all face-to-face discussions and forums or arrange a proxy to do so.

Microsoft Teams responsibilities

WACCA will:
- invite members to be members of the 'TAG' (WA Clinical Coding Technical Advisory Group) team on the Microsoft Teams application.
- use the Teams application to:
  - share the WA Coding Rule Development Schedule.
  - share proposals.
  - notify members when new content has been shared.
  - receive member feedback.
  - respond to member feedback.
  - save, archive and share proposals, member feedback, WACCA responses/determinations, IHPA queries and other information produced in relation to the Group.
  - invite members to face-to-face discussions and forums.
  - hold face-to-face discussions and forums.
  - temporarily invite member proxies to the Group.
  - share the annual Clinical Coding Technical Advisory Group Report.
  - circulate information in relation to coding practice, quality and integrity.

Non-WACCA members will use the Teams application to:
- provide written feedback on proposals.
- attend face-to-face discussions and forums.

Non-WACCA members may use the Teams application to:
- provide multiple instances of written feedback on a proposal.
- respond to another member's written feedback on a proposal.
- respond to WACCA's responses to member feedback.

Appendix A

WA Coding Rule Development Schedule

Steps for each quarter

1. Rule development considered for queries received
2. Proposals shared with TAG members
3. Feedback open
4. WACCA response to feedback & communication of 'next steps'
5. TAG response to WACCA's responses
6. Rules effective and published on WACCA website

Rule effective/publishing dates

1 April
1 July
1 October
1 January

Appendix B
Flow-chart: TAG consultation process for WA Coding Rule and WACCA Clinical Coding Guideline proposals

NB: Rule and Guideline proposals arise from queries received by WACCA via the Coding Query Process. Queries are received from Health Service Providers, private WA hospitals, Health Information Audit Team etc.
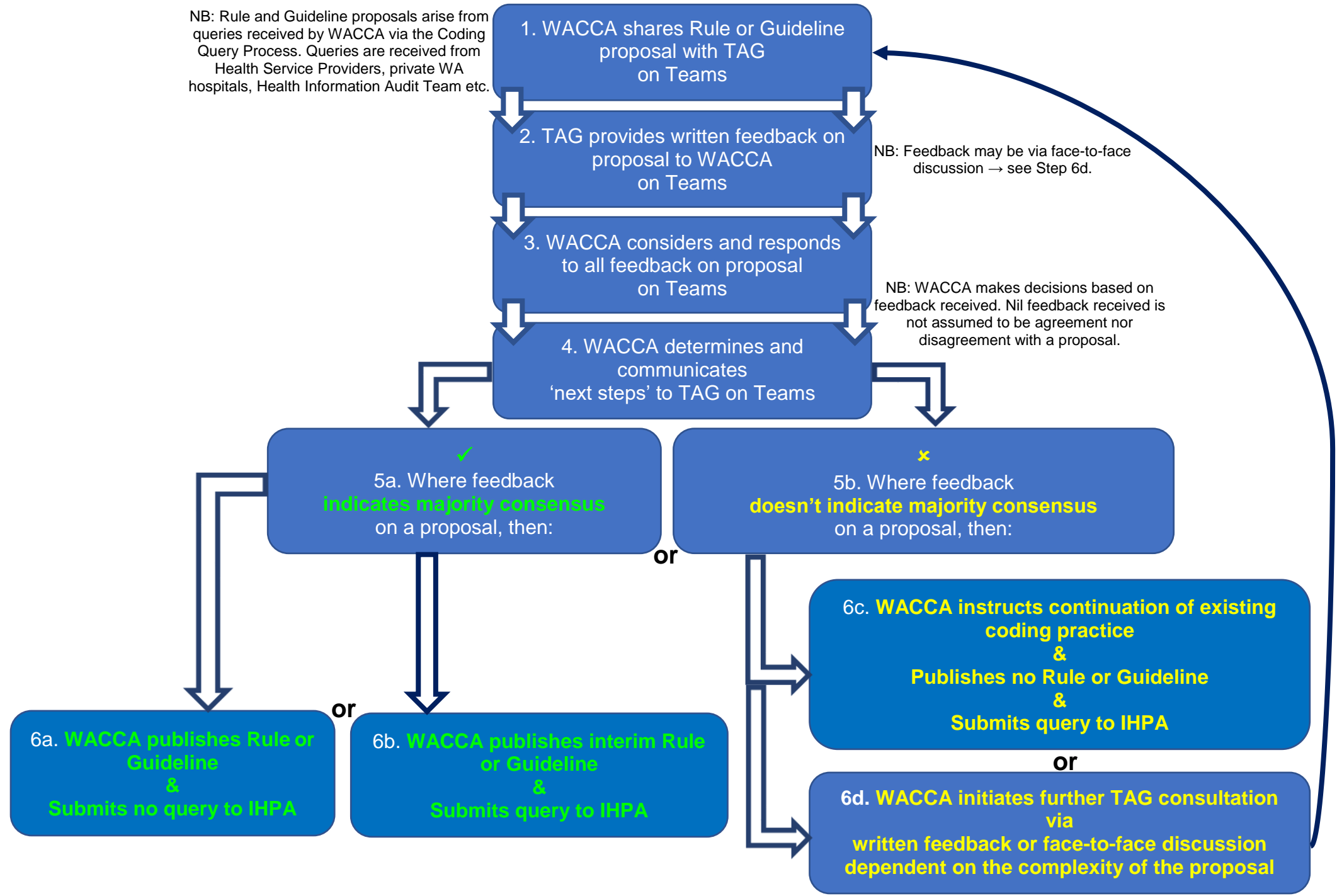
1. WACCA shares Rule or Guideline proposal with TAG on Teams

2. TAG provides written feedback on proposal to WACCA on Teams

NB: Feedback may be via face-to-face discussion → see Step 6d.

3. WACCA considers and responds to all feedback on proposal on Teams

NB: WACCA makes decisions based on feedback received. Nil feedback received is not assumed to be agreement nor disagreement with a proposal.

4. WACCA determines and communicates 'next steps' to TAG on Teams

✔ **5a.** Where feedback **indicates majority consensus** on a proposal, then:

✘ **5b.** Where feedback **doesn't indicate majority consensus** on a proposal, then:

or

6a. WACCA publishes Rule or Guideline & Submits no query to IHPA

or

6b. WACCA publishes interim Rule or Guideline & Submits query to IHPA

6c. WACCA instructs continuation of existing coding practice & Publishes no Rule or Guideline & Submits query to IHPA

or

6d. WACCA initiates further TAG consultation via written feedback or face-to-face discussion dependent on the complexity of the proposal