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 clinical coding professionals who share their knowledge, processes and ideas relative to the production of clinical coding data. TAG also serves as a network of contacts to which WACCA can circulate information in relation to clinical coding practice, quality and integrity.

In-scope activities for TAG:
- Reviewing, investigating and commenting on WA Coding Rule proposals, ICD-10-AM/ACHI/ACS addenda proposals and other information circulated by WACCA.
- Suggesting ideas for; and advising on the content of Clinical Coding Guidelines published by WACCA.
- Participating in technical clinical coding forums, e.g. for ICD-10-AM/ACHI/ACS Edition changes.

Governance
TAG will report directly to; and is accountable to the Director, Information and Performance Governance.

Membership
- Chair – Principal Coding Consultant or proxy, WACCA
- WACCA team members
- Clinical Information Assurance team members
- Representatives from each Health Service Provider and private WA health services, who currently hold a position that influences clinical coding quality, such as those performing training and education, auditing or who are currently employed as senior clinical coders.
Responsibilities of TAG members
Members will act in accordance with the Standards for Ethical Conduct in Clinical Coding (ACS Appendix A), the Clinical Coder’s Creed (ACS Appendix B) and the Department of Health Code of Conduct.

The Chair will:
- Ensure all members are able to contribute to a meeting.
- Summarise discussion and articulate actions to be taken.
- Report to the Director, Information and Performance Governance on the activities of the Group

WACCA will:
- Organise quarterly, face-to-face meetings to discuss WA Coding Rule proposals.
- Organise technical clinical coding forums.
- Circulate documents to members at least 10 working days prior to face-to-face meetings.
- Record and consider all members’ comments, endeavouring to achieve majority consensus.
- Where consensus is not reached, make interim decisions and refer to the Australian Consortium for Classification Development (ACCD).
- Circulate post-meeting documents and summarised member comments to members.
- Publish WA Coding Rules and Clinical Coding Guidelines on the WACCA website.
- Submit collective state feedback on ICD-10-AM/ACHI/ACS addenda proposals to the ACCD.

Non-WACCA members will:
- Review circulated TAG documents.
- Where appropriate, consult with clinical coding professionals, specialist clinicians, clinical documentation improvement specialists etc. at their service in relation to TAG documents.
- Provide written comment on TAG documents within requested timeframes.
- Attend all meetings or provide a proxy.