

Position Description – ACFI Coordinator

Core Detail

Title	ACFI Coordinator
Objective	Optimisation of revenue through the assessment and documentation of the care needs of residents consistent with the Aged Care Funding Instrument (ACFI).
Role	Coordinating the assessment of care recipients within the Aged Care Residence and submission of ACFI claims to the Department of Health within TriCare’s specified timeframes and meeting the prescribed ACFI Business Rules.
Competency	Identifying the need for and facilitating the education and development of care employees as directed by the RAC to ensure compliance with TriCare’s ACFI systems and processes.

Position Parameters

Employment	Full time, permanent
Reporting to	Regional ACFI Coordinator
Location	TriCare Aged Care Residence

Detailed Description of the Position

Revenue Optimisation	<ul style="list-style-type: none"> • Responsibility for ensuring that the residential care service optimises its revenue through ACFI by pursuing all opportunities to improve and increase claims for each resident. • Ensure that all ACFI funding opportunities are identified through review of resident assessments, documentation and clinical indicators and reappraisal of ACFIs in consultation with the Care Team. • Review changes in resident care needs documented by the Care Team and allied health services to identify those changes to care needs that impact on funding. • Complete all mandatory appraisals and re-appraisals within the required timeframes. • Ensure that each resident’s ACFI appraisal is reviewed at least annually. • Ensure that revenue optimisation at the facility is maximised through regular multidisciplinary meetings and communication with facility management, the Care Team and Allied Health Professionals.
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	<ul style="list-style-type: none"> • Identify potential uplifts for existing residents, the needs of new residents and residents whose care needs have been subject to a trigger event such as hospitalisation or a fall. • Maintain theoretical and practical knowledge of contemporary ACFI rules and processes and Industry ACFI trends in consultation with the RAC.
Clinical Coordination	<ul style="list-style-type: none"> • Monitor the assessment and documentation of care needs and care strategies to ensure consistency, congruence, comprehensiveness and accuracy of assessment and care planning insofar as it impacts on ACFI outcomes and provide feedback and support to the Care Team at multidisciplinary meetings and directly to the Clinical Manager. • Monitor, review and evaluate ongoing documentation of care by clinical employees and specialist providers and identify improvements to understanding, skills and competence in documentation insofar as it applies to ACFI outcomes in order to improve ACFI revenue.
Administration and Reporting	<ul style="list-style-type: none"> • In consultation with the RAC, audit and analyse trends within the Care Recipient cohort to identify opportunities and initiate strategies to address identified issues and opportunities. • Lodge ACFI claims through eCase within TriCare's specified timeframes and monitor the claim for completion to Medicare. • Ensure that ACFI documentation is complete and securely stored. • Provide ACFI forecasts on prospective residents as required by the RAC utilising documentation review, discussions with health care providers, the resident and the resident's family. Conduct off-site visits when necessary to ensure the most accurate forecast. • Provide other reports and conduct other audits relating to ACFI and the Care Recipient Cohort within the service as required by the RAC. • Completed monthly reconciliation of eCase to Medicare with the Facility Manager and provide notes on variances for the RAC and Accounts Division within the required timeframe.

Validation	<ul style="list-style-type: none"> • Ensure ACFI documentation is accurate, complete and evidences the ACFI claim in accordance with the ACFI Business Rules. • Attend during ACFI validations to clarify, explain and provide additional documentation to support ACFI submissions under review. • In collaboration with the RAC, provide support to the Care Team in responding to validators during a validation.
ACFI Documentation	<ul style="list-style-type: none"> • Work collaboratively with the Care Team to coordinate the assessments and charting required to support the initial ACFI appraisal commencing 7 days' post admission. • Review assessments, and other clinical documentation as Care Recipients' care needs change to ensure that they are completed in a timely fashion and accurately to support the best possible ACFI outcomes for each Care Recipient. • Provide feedback on inconsistencies and issues identified at the multidisciplinary meetings and to the Clinical Manager.
Education	<ul style="list-style-type: none"> • Share knowledge and skills in assessment and documentation with the Care Team. • As directed by the RAC, assist to deliver formal education on assessments, charting and ACFI documentation to the Care Team through the approved TriCare education program including completing a skills assessment as required. • Participate in ACFI training and education as required by the RAC. • Attend regional and national ACFI meetings as required by the RAC.
Professional Development	<ul style="list-style-type: none"> • Attend Aged Care Division conferences, workshops, symposiums and meetings. • Attend ACFI and clinical education, networking forums and workshops to ensure knowledge and skills are current.

Skills and Knowledge

- Experience and contemporary knowledge and understanding of assessment, documentation, the care planning processes and ACFI requirements.
- Experience in coordinating, leading and conducting ACFI appraisals.
- Understanding of ACFI revenue reports and ability to undertake financial analysis in regard to funding.
- Evidence of success in developing, maintaining and evaluating a business orientation to ACFI and revenue optimisation.
- Knowledge of the ACFI business rules and the practical application of those rules within aged care.
- Ability to work cooperatively and collaboratively as a member of the ACFI management team along with the Care Team, Facility Management and Allied Health Professionals to achieve revenue goals and sustain outcomes.
- Excellent verbal, written and interpersonal communication skills.
- Knowledge of, and ability to lead and educate employees in, ACFI systems, documentation, business rules and processes.
- Well-developed problem-solving and time-management skills.

Personal/Other Attributes

- Adventurous and driven to identify and realise revenue improvement opportunities.
- Self-motivated achiever who thrives on successful outcomes.
- Committed to working to exceed, rather than meet, revenue performance targets.
- Works cooperatively, collaboratively and constructively within a team.
- Manages conflict and difficult situations effectively and constructively.
- Flexible approach to working hours.
- Demonstrates effective time management skills and ability to plan and problem solve.
- Dress and personal presentation reflects the organisation's standards.

Key Personnel Requirements

According to the Aged Care Act 1997 and the Sanctions Principles, TriCare must ensure that you are not a Disqualified Individual. A Disqualified Individual is:

- a person convicted of an indictable offence
- an insolvent under administration (an undischarged bankrupt or a person who has entered into an arrangement with creditors); or
- of unsound mind.

For those reasons TriCare must:

- obtain a Police Certificate;
- conduct a search of bankruptcy records; and
- conduct previous employment and referee checks.

If at any time during the course of your employment, you become a Disqualified Person, you are required to immediately disclose this to TriCare.

Experience

- Registered Nurse (Division 1) with current AHPRA registration preferred.
- Experience in aged care assessment and documentation and in leading the development of employees' competencies in these skills.
- Experience in ACFI assessment, documentation, charting and in-care documentation and review.
- Experience in Government review and validation of ACFI claims.

Performance Measures

- Performance Appraisal (QPIR)
- Focus on the continuous improvement of assessment and documentation, ACFI funding and compliance with quality outcome measures and standards - reviewed quarterly by the RAC and Facility Manager.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- (a) Work Health and Safety (WHS) legislation;
- (b) Related WHS responsibilities; and
- (c) TriCare's Risk Management (RM) standards.