

Job Description

Title: Experienced Clinical coder

Band: 4

Staff Group: A&C

Reports to: clinical coding manager

- a) **Job Purpose:** To abstract from the patient's case notes, and other sources as required, all relevant information concerning the primary diagnosis, co-morbidities, procedures, investigations and treatment for each period of care.
- b) To translate this information into ICD-10 and OPCS 4 codes using judgement based on knowledge and experience and enter onto the hospital Patient Administration system, in a timely and accurate manner following the rules of coding convention for International Classification of Diseases and OPCS procedure books, Able to deal with coding queries and liaise with clinicians and specialty administration staff
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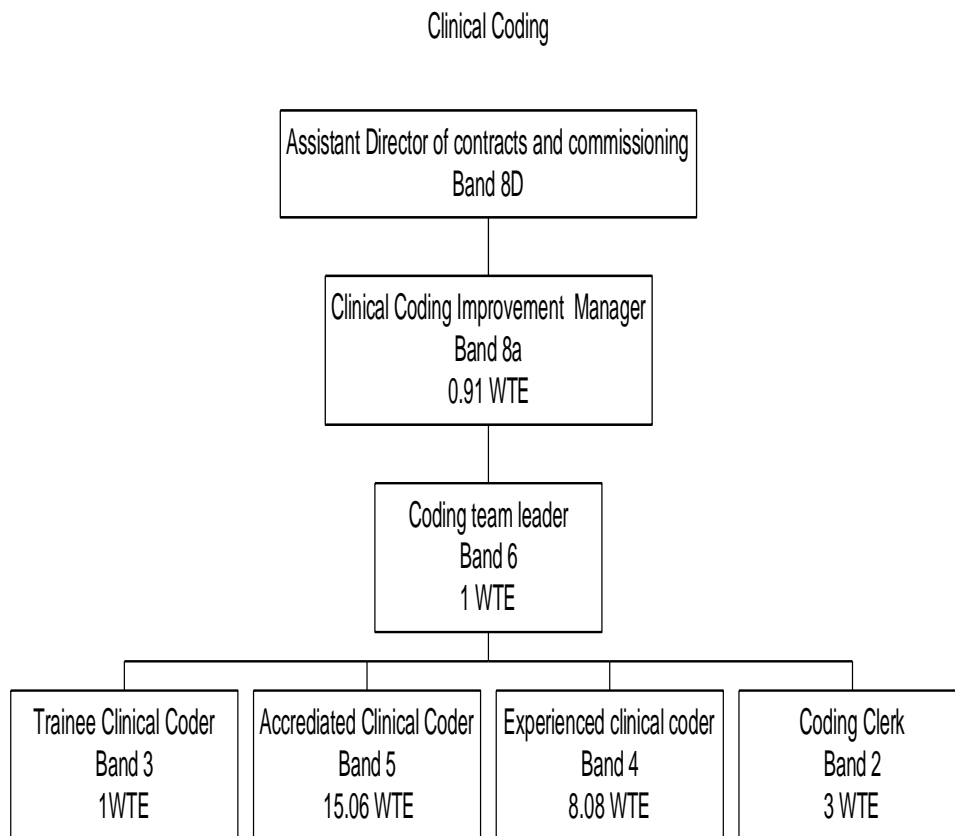
Key Responsibilities

1. To abstract from the patients case notes, and other sources as required, all relevant information concerning primary diagnosis, co-morbidities, procedures, investigations and treatment for each period of care.
2. To translate this information into codes using ICD10 (International Classification of Diseases vol 10) and OPCS 4 (Office of Population Censuses and Surveys vol 4.4) which is then processed to create HRG'S (Healthcare Resource Groups) this is used to determine under **PAYMENT BY RESULTS** the amount of funding the trust receives from the PCT'S.
3. Apply the rules and conventions of ICD10 and OPCS4 and take responsibility for updating training manuals and publications when changes or clarifications issued by the NHSIA. Inform the Coding supervisors of any national and/or local coding changes in order that they may be documented in manuals and the Coding Policy and Procedures. This is a mandatory requirement.
4. To ensure all coded information extracted from provider spells/casenotes is accurate and reflects the full extent off all diagnosis and procedures that are provided by the clinician for every patient episode within an agreed time from patient discharge which supports the requirements of commissioning. Regular use of clinical coding reminder lists, and information systems are to be used to assist this process.
5. To attend of training sessions both external and internal and to participate in regular audits of coding. Rotation around the different specialties on a weekly basis to provide an efficient service at all times.
6. To maintain a comprehensive knowledge of anatomy and physiology, medical procedures, diagnosis and terminology as applied across specialties.
7. Work with clinicians where need within each specialty to share information on patients' episodes of care to gain understanding of the reasons the diagnosis and procedures carried out.
8. Establish a liaison with specialty administration staff to ensure clinically relevant information is available to support the highest quality clinical coding, including the communication of complex clinical coding rules to

relevant parties. To liaise with health records staff on all clerical aspects of case note requests and tracking and the tracing of lost case notes.

9. Under the supervision of the coding supervisor take responsibility for the prioritization and management of daily workload, reporting any issues and problems to the supervisor initially and the Coding Manager as required and be flexible with staff rotation around specialties.
10. To regularly review, and if necessary, revise work practices and information flows in conjunction with the Coding Manager, taking into account the needs of the Directorates, Trust and NHS mandatory requirements. Any changes in local coding policies should be ratified by the clinician and be included in the Clinical Coding Policy and Procedures document.
11. To be aware of the weekly list of incomplete episodes and liaise with the Coding clerk to ensure these are retrieved and coded.
12. On completion of episodes use the Patient Administration System to identify any other incomplete episodes and to take the appropriate action to deal with them. The return of notes for completion of provider spells is to be in accordance with departmental procedures.
13. Use the Medicode, Pathology System (APEX), Maternity System (PROTOS), Radiology, Oncology database and any other systems that may become available for accessing clinical information to clarify diagnosis for coding purposes.
14. To ensure that the PAS system is updated with the correct information on location and destination of all received case notes to ensure they are available if required using Case note Tracking.
15. To take responsibility for passing any coding queries via the Coding manager to the NHS centre for classification.
16. Participate in pilot studies and special projects as required, be aware of new procedures introduced to the Trust for the purposes of clinical coding and assist in the accreditation and audit of data both internally and externally as required by the Trust policy of Clinical Governance.
17. Participate in Individual Performance Review (IPR) and undertake identified training and development as agreed with the Coding Manager.
18. Participate in training and mentoring of new team members to include the auditing of the clinical coding until they have reached a satisfactory standard.
19. As part of the Trust Clinical Coding Team, provide cover for colleagues in times of annual leave or sickness absence to ensure continuity of work.
20. Carry out any other task consistent with grade and experience as determined by the Coding Manager, or other Senior Manager within the Clinical Support Division.
21. Ensure effective team working with other members of the clinical directorates ensuring skills and knowledge are transferred as appropriate, whilst ensuring working procedures are properly documented and maintained.
22. Take responsibility for ensuring patient information that you handle is always kept confidential, within a secure environment, and only referenced for the purpose of conducting your duties.
23. To attend regular meetings with Coding Manager/Supervisor and other coding staff.

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications

Essential

- Educated to GCSE standard or equivalent. (Human Biology desirable).
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Desirable

- ACC CODER

Experience

Essential

- relevant Clinical Coding experience acquired through work-based training

Desirable

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Skills & Knowledge

Essential

- Ability to work under pressure and to deadlines.
- Broad knowledge of coding process.
- Knowledge of medical terminology.
- Good interpersonal and organisational skills.
- Computer literacy and keyboard skills.
- Ability to think logically, analyse and interpret information.
- Awareness of patient confidentiality.

Desirable

- Well-developed influencing skills.
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Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: