

## SINGLE CORPORATE SERVICES

### JOB DESCRIPTION

<b>Job title:</b>	Clinical Coder	<b>To be completed by HR - Job Reference Number:</b>
<b>Reporting to:</b>	Clinical Coding Team Leader	
<b>Accountable to:</b>	Clinical Coding Team Leader	
<b>Pay Band:</b>	3	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

#### Job Summary:

1. 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.
2. 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.

#### Key Responsibilities:

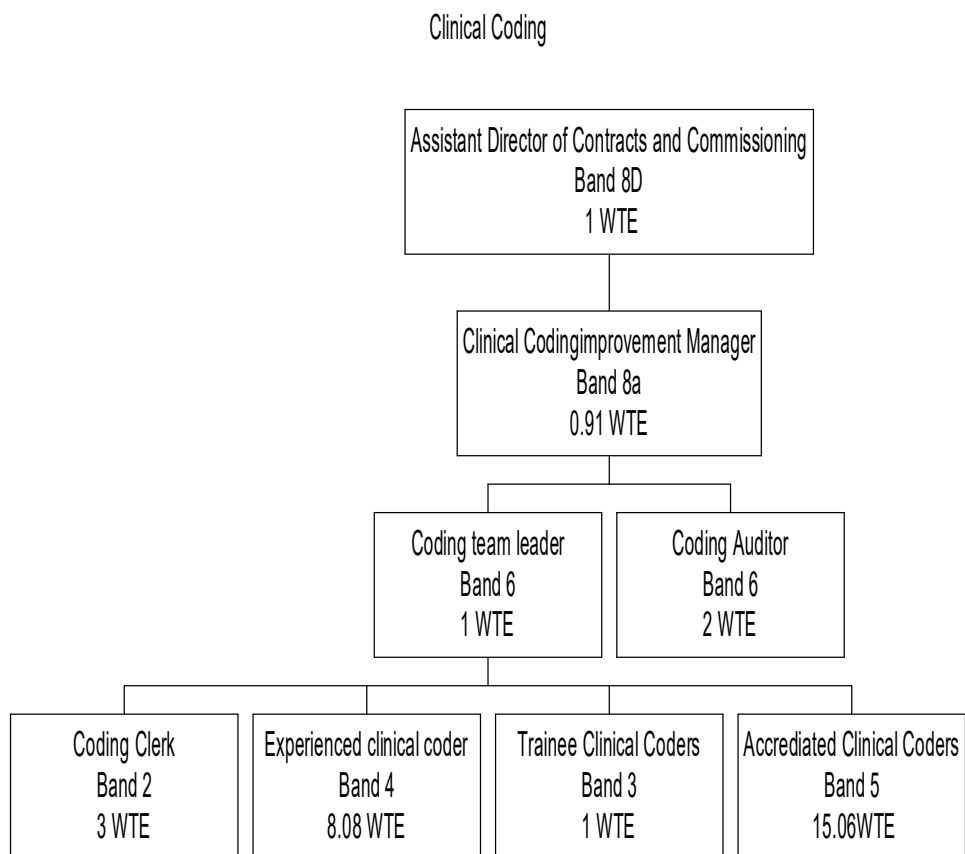
- To accurately extract and evaluate all relevant information concerning a patient's episode of care involving identifying and interpreting often very complex clinical data detailing principle diagnosis and procedures, and any co-morbidities/complications and co-existing systemic conditions. This information is located in paper clinical record and various electronic systems.
- To translate this information into codes using ICD10 (International Classification of Diseases vol 10) and OPCS 4 (Office of Population Censuses and Surveys vol 4.8 which is then processed to create HRG'S (Health Resource Groups) this is used to determine under the National tariff scheme the amount of funding the trust receives from the PCT'S.
- 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
- To ensure all coded information extracted from provider spells/case notes 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.

- To attend training sessions both external and internal and to participate in regular audits of coding.
- To maintain a comprehensive knowledge of anatomy and physiology, medical procedures, diagnosis and terminology as applied across specialties.
- Establish a liaison with clinicians and 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.
- 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.
- 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.
- To be aware of the weekly list of incomplete episodes and liaise with the Coding clerk to ensure these are retrieved and coded.
- 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.
- Use the Medical Encoder for accessing clinical information for coding purposes and for passing completed coding details to the PAS system.
- Use the Pathology System (APEX) and Maternity System (PROTOS) for accessing clinical information to clarify diagnosis for coding purposes.
- 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.
- To take responsibility for passing any coding queries via the Coding manager to the NHS center for classification.
- 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.
- Participate in Individual Performance Review (IPR) and undertake identified training and development as agreed with the Coding Manager, including attending training courses, workshops and conferences both internally and external as required.
- 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 and also participate in induction and training of new team members.
- 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.

- 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.
- 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.

## Organisational Chart



## **Trust Organisational Expectations**

The post holder will contribute to

1. The successful overall performance of the Trust.
2. Contribute to the Health Service by creating and maintaining effective partnerships and relationships with staff, patients and the general public.
3. Support the Trust culture of flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
4. Work with political sensitivity and an understanding of the issues facing those working to deliver Health services to the UK population.
5. Support your Trust colleagues to successfully perform their roles through developing informal peer networks where appropriate.
6. Identify and make use of opportunities for sharing best practice and learning's.
7. Ensure you are aware of relevant organisational communications.
8. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

## **Shared Core Functions**

1. Provide a high-quality service and oversee comprehensive administrative and/or secretarial support for a function, programme or project.
2. Deliver discrete administrative work to the specification of the Department/Section, on time and within budget.
3. Liaison with other senior personnel and their support personnel for close co-ordination of diverse aspect of work.
4. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
5. Work with those you support to develop a collaborative working partnership, which positively contributes to their overall efficiency & role performance.
6. Proactively identify additional support services which would increase the efficiency of those you support and instigate these activities in agreement with your executive team.
7. Maintain and improve your knowledge & understanding of the health service arena; including health systems, policy support and current issues.

8. Engage with external clients/partners/stakeholders (e.g. Patients, Health practitioners, individuals and representatives bodies) to gain their necessary level of contribution & commitment to the successful delivery of your work.
9. Increase the level of guidance knowledge & skills within the Trust through documenting key learning and supporting others to develop their abilities.
10. Dissemination of knowledge through engagement in writing and/or typing reports, data capture and other administrative documentation and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.

#### **Other:**

Job Holders are required to:

1. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
2. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
3. Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff is expected to respect the requirements of the Data Protection Act 1998.

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.

### **Person Specification**

#### **Qualifications**

- Educated to a minimum of 5 GCSE's standard (A-C's) or equivalent. (Human Biology desirable).
- Effective communicator (oral and written).
- Understanding of departmental aims.

#### **Skills and Knowledge**

- 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.
- Well-developed influencing skills.

#### **Experience**

- Relevant experience acquired through work-based training preferable NHS.

**QUALITY OF CARE (Trust Value)**

- Demonstrate an understanding of the importance of quality of care.
- Accountable

**RESPECT AND DIGNITY (Trust Value)**

- Respects the privacy and dignity of individuals.
- Demonstrate an understanding of equal opportunities.

**WORKING TOGETHER (Trust Value)**

- Ability to work efficiently, effectively and professionally in a multidisciplinary team.
- Demonstrate that you value everyone's contribution.

**EFFICIENCY (Trust Value)**

- Understanding and experience of improving efficiency and reducing waste
- Demonstrate that you will be open to improving everything you do.

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Job holders are required to act in such a way that at all times the health and wellbeing 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:**