**Title:** Clinical Coder

**Band:** 4

**Reports to:** Clinical Coding team leader.

**Job Summary:**

1. To abstract from the patients casenotes, 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.
3. Able to deal with coding queries and liaise with clinicians and specialty administration staff.

**Key Responsibilities:**

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| * 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 principal 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/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. * Maintain level of accuracy within the complex specialties at PHU required for experienced Clinical coder by attending specialist workshops, refresher training and working to HSCIC standards. * 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 casenote requests and tracking and the tracing of lost casenotes. * Managing own workload to maintain departmental standards of productivity and quality, ensure high quality clinical coding of complex clinical records from a wide variety of sources, and in all Trust specialties, to ensure an accurate and timely coded record of Trust clinical activity. * Communicate complex coding rules to medical, clinical, administrative staff and external agencies to maximise recording of relevant clinical history and events, in order to accurately portray the clinical workload of the Trust and morbidity of admitted patients. * Advise less experienced coders in the correct coding of clinical notes as required. * To regularly review, and if necessary, revise work practices and information flows in conjunction with the Coding Manager, considering 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 minestrone and Maternity System (badgernet) 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 casenotes to ensure they are available if required using Casenote Tracking. * To take responsibility for passing any coding queries via the Coding manager to the NHS centre 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 Corporate 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. |
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| **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 |

### 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.

**Organisational Chart**

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**Person Specification**

**Qualifications**

* Educated to NVQ Level 4 or equivalent.

**Skills and Knowledge**

* Excellent knowledge of the coding process assessed by a formal all speciality clinical coding audit achieving a minimum of 90% correct primary diagnosis and procedure, secondary diagnoses and procedures.
* Knowledge of medical terminology.
* Good interpersonal and organisational skills.
* Ability to work under pressure and to deadlines.
* Computer literacy and keyboard skills.
* Ability to think logically, analyse and interpret information.
* Awareness of patient confidentiality.
* Well-developed influencing skills
* A Test will be provided at interview.

(Medical anatomy and coding)

* Effective communicator (oral and written).
* Understanding of departmental aims.

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**Experience**

**Minimum of two years clinical coding experience working in an NHS acute Trust**

* Relevant experience acquired through work-based training preferable NHS.
* Required to work towards achieving the Accredited Clinical Coder qualification.

**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 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:**

