Job Description

Job Summary

The post holder will be responsible for the collection and interpretation of descriptions of patient diagnoses and procedural events and the classification of these descriptions using the (ICD-10) International Classification of Diseases and the (OPCS 4) Office of Population Census and Surveys Classification.

Continued improvement of anatomy and physiology skills and medical terminology to enhance knowledge of the clinical coding rules and conventions as stated by the NHS Information Authority.
Additionally, the post holder will hold the NCCQ qualification (National Clinical Coding Qualification).

Key Responsibilities

KEY DUTIES

- Ensure accuracy and completeness of clinical coding which underpins the Payment by Results framework and national clinical coding requirements.
- Abstraction of clinical information from the health record and translation of that medical terminology using ICD-10 (diagnostic codes) and OPCS 4 (procedure codes) into a form that can be tabulated, aggregated and sorted for statistical analysis and to support the Payment by Results agenda applying national rules and conventions to agreed standards.
- Demonstrate effective organisational and time management skills with the ability to work independently and as part of a team. Be highly motivated and lead by example to motivate other team members.
- Carry out clinical coding to the highest level of specificity using the three dimensions to coding accuracy thus giving complete and accurate data of a high quality that is consistently recorded.
- Routinely extract pathology/histology/radiology information and use for more accurate clinical coding in a timely fashion in accordance with the clinical coding deadlines.
- Work on own initiative in collecting information by whatever means required. This could include entering very specific areas of the Trust.Exercise diplomacy and confidentiality in pursuit of collecting this data.
- Participate in the training and mentorship of less experienced coders and advise Novice and Junior Clinical Coding Officers on coding issues.
- To work towards gaining experience in other clinical coding areas that fall outside the standard clinical coding processes such as Burns & Plastics, Obstetrics, Gynaecology and Oncology.
- To act as first line enquiry for requests for information either in person, by email or via the telephone.
- Promote and implement clinical coding policies and procedures and national guidelines.
- Assist the Clinical Coding Manager to identify any complex issues in clinical information contained in the medical record and electronic systems that contradicts clinical coding guidelines.
- Assist Clinical Coding Manager to identify discrepancies in computer/hard copy information ensuring accurate data quality.
- Monitor data quality and clinical coding standards in line with local and national guidelines. Report any complex coding issues as directed for verification and/or send to the Clinical Coding Classification Service help desk. Share all responses with relevant staff.
- Remove or amend clinical codes to Finished Consultant Episodes (FCEs) as directed by the Clinical Coding Manager or Information Services Department. Re-input clinical codes as necessary.
- Communicate effectively with clinicians, managers, information, finance and other staff members to ensure high quality of coded data. Possess the ability to provide complex clinical coding advice and information to colleagues within the NHS.
- Liaise with clinicians, researchers and healthcare professionals on a regular basis to provide and help with information as required. Be able to explain the requirements of the classifications and how to implement

them.

- Be prepared to attend meetings when required to promote clinical coding, the rules and conventions that surround them and raise awareness of the importance of accurate data.
- Promote a thorough knowledge and understanding of the rules and conventions that surround the Classifications of Diseases and Healthcare Related problems, tenth revision (ICD-10) and Office of Population Census and Surveys fourth revision (OPCS-4) to all levels of staff within the Trust.
- Further develop a team approach within the service leading by example in all areas of clinical coding.
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.

CLINICAL & PROFESSIONAL RESPONSIBILITIES

- To take every responsible opportunity to maintain and improve your professional knowledge and competence.
- Maintain an excellent knowledge of medical terminology and anatomy and Physiology.
- To attend regular relevant training/workshop sessions
- Maintain a high level of competency in the recording of clinical codes and completion of assessments as and when required to measure accuracy and quality of the coded data.
- keep up to date with the regular updates and amendments to ICD-10 and OPCS.

ADMINISTRATIVE RESPONSIBILITIES

- To validate the hospital activity details on the PAS system against the information in the casenotes. To report any details found to be incorrect to the Data Quality Team and to highlight any areas of concern with information documented in the case notes.

TEACHING & TRAINING RESPONSIBILITIES

- To continue to update clinical coding skills attending mandatory clinical coding specialty workshops and refresher courses.

GENERAL DUTIES

- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.

- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.