

Job Description

Job Information	
Job Title:	Senior Clinical Coder
Directorate/Service:	Corporate
AfC Band:	Band 4 (subject to AfC)
Responsible to:	Clinical Coding Team Leader
Accountable to:	Clinical Coding Manager
Base Location:	Southport
Job Code:	

Job Summary
<ul style="list-style-type: none"> Support the production of comprehensive clinical coded data to fulfil the Trust's internal and external information requirements Deliver accurate and timely clinical coding data by extracting relevant diagnostic and procedural data from case notes and other sources and translating into codes conforming to National Standards (OPCS and ICD) Support the provision of a high quality clinical coding service to the Trust to support data quality, clinical audit and information management by ensuring accurate translation of medical terminology Provide consistently recorded data to well defined national standards. Provide accurate information to support Healthcare Resource Groups in facilitating the Payment by Results (PbR) process within the NHS. Demonstrate competency across all Clinical Coding Specialties The post holder will have attained the Accredited Clinical Coding Qualification (ACCQ). This qualification is recognised nationally by Trusts, ISB's/ CSU's as an indication of a clinical coders competence around adherence to Clinical Coding guidelines/standards, coding rules and coding accuracy. The attainment of this is seen by providers as a mark of a Trust's coding quality. You will also work with the Lancashire Coding Collaborative existing ACC/NCCQ Clinical Coders in the approval of Clinical Coding Training and Audit programmes.

Key Responsibilities
<p>This job description represents an outline of the responsibilities of the post and may be amended following consultation with the post holder. Comprehensive Training and Support will be given to support the coder in delivering the following responsibilities.</p> <p>KEY DUTIES</p> <ul style="list-style-type: none"> Provide accurately coded clinical information within established deadlines, making recommendations to improve service delivery. To assist in the resolution of coding queries within and from outside of the coding department and ensuring that national standards are implemented and maintained. Using the training supplied and working on own initiative, attribute Clinical Codes for Diagnosis and Procedures in line with Clinical Coding Guidance and Rules seeking guidance on more complex issues as required. Maintain and enhance the Knowledge of Medical Terminology, Anatomical and Physiological terms learnt in the training programmes.

- Ensure accuracy and completeness of clinical coding which underpins the Payment by Results initiative and national clinical coding requirements.
- Attend seminars and training courses both internal and external to the Trust.
- Participate in the rotation of clinical coding staff between the specialties and coding areas e.g. Theatre, ensuring the maintenance and integrity of the clinical coding service seeking support on an as and when required basis.
- Abstraction of clinical information from the health record and translation of that medical terminology using the latest ICD-10 (diagnosis codes) and OPCS4 (procedure codes) classifications and terms into a form that can be tabulated, aggregated and sorted for statistical analysis and to support the Payment by Results (PbR) 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 e.g. mortuary, wards etc. Exercise diplomacy and confidentiality in pursuit of collecting this data.
- Participate in the training and mentorship of less experienced coders and advise on coding issues.
- Undertake and participate in other tasks and duties as required that are commensurate with the nature of the role e.g. using internal/ external data assisting with audit/ checking of other coders work.
- To act as first line enquiry for requests for information either in person, by email or via the telephone.
- Provide support to the Clinical Coding Manager/ Clinical Coding Team Leader as directed.

ADMINISTRATIVE RESPONSIBILITIES

- To have attained the Accredited Clinical Coding Qualification
- Maintain an up to date knowledge of national and local clinical coding guidance and requirements using all platforms of knowledge e.g. Delen Classification service.
- Maintain own ICD and OPCS manuals thus keeping abreast of any additions/ changes/ updates/ deletions of Clinical Codes from various sources.
- To validate the hospital admission details on the PAS system against the information in the case notes. To report any details found to be incorrect to the Data Quality Team and to highlight areas of concern with information in the case notes.
- Promote and implement clinical coding policies and procedures and national guidelines as laid down in the Data Quality Review and the CfH National Classifications Service. Amend and maintain these documents as and when new or changed guidelines are issued.
- Assist the team leader to identify any complex issues in clinical information contained in the medical record and electronic systems that contradicts clinical coding guidelines.
- Assist the team leader 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 and complex coding issues as directed for verification/ and or send to the NHS Connecting for Health Classifications (CfH) Department help desk, coding query mechanism. Follow up all responses with relevant staff.
- Remove or amend clinical code to Finished Consultant Episodes (FCEs) as directed by the Team Leader or Information Department. Re-input clinical codes as necessary.
- To 'track' any case notes in and out of the Clinical Coding Department in line with the Healthcare Records Department guidelines.
- To achieve 90%+ accuracy in all aspects of Clinical Coding in any audits
- Ensure that speed of clinical coding does not affect the accuracy of Clinical Coding.
- Meet Clinical Coding daily targets ensuring that coding quality is not compromised.
- Utilise all resources that are available within the Trust e.g. electronic systems and physical resources e.g. Clinical Engagement Manager.
- Work with our accredited ACC/NCCQ coding colleagues within the Lancashire Coding Collaborative approving training templates in line with all the approved clinical coding guidelines

RESEARCH & AUDIT

- Communicate effectively with clinicians, managers, information, finance and other members of staff to ensure high quality of coded data. An ability to provide complex clinical coding advice and information to colleagues within the NHS.
- Being organised and professional when meeting with other members of staff internally and externally to discuss clinical coding.
- 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 classification and how to implement them.
- Be prepared to attend multidisciplinary 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 Classification of Diseases and Healthcare Related Problems, tenth revision ICD-10 – 2010 Edition 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.
- Support specialty coding in all areas as required e.g. Theatre, A&E, Outpatient, Chemotherapy SACT data, Radiology etc.
- Undertake any other duties required by Coding Manager as appropriate and relevant to the position.
- Provide cover for other staff in the department during periods of annual leave/ sickness in order to help provide continuity of service.
- Work with our accredited ACC/NCCQ coding colleagues within the Lancashire Coding collaborative approving training templates in line with all the approved clinical coding guidelines.
- Work with our accredited ACC/NCCQ coding colleagues within the Lancashire Coding collaborative approving audit templates in line with all the approved clinical coding guidelines.

- Create relationships utilising the Clinical Engagement Manager across all specialties attending as required and specialty audit meetings, providing presentations that support the quality of good clinical coding.

PROFESSIONAL DEVELOPMENT

- To take every reasonable opportunity to maintain the ACC qualification status/standards and improving your professional knowledge and competence across all areas of clinical coding.
- To participate in personal objective setting and review, including the creation of a personal development plan.
- Maintain an excellent knowledge of Medical Terminology and Anatomy and Physiology.
- Continually attend regular relevant training/ workshop sessions (internal and external) throughout ones time in clinical coding.
- 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 of the annual renewal, updates and amendments of ICD and OPCS Coding through knowledge transfer and coding clinics by annotating these manuals accordingly.
- Maintain an up to date working knowledge of clinical coding national developments e.g. OPCS, ICD 11, Systemised Nomenclature of Medicine, Clinical Terms (SNOMED CT).
- Demonstrate competency across all Clinical Coding Specialties
- Maintain ICD10 and OPCS Classification book in line with NHS clinical coding standards, taking time to ensure any updates or new information is recorded.
- Undertake mandatory national refresher training every 3 years.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- 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.