

Job Description

Job Title: Senior Clinical Coder

Band: 5

Department: Clinical Coding Department

Hours: 37.5

Reports to: Clinical Coding Team Leader

Job role:

The ACC qualified professional clinical coder is responsible for extracting clinical information from the Medical record of care, either in paper format or from the electronic patient information systems. They will translate diagnostic and procedural information into national ICD and OPCS codes in order to produce consistent, accurate, complete and timely coded clinical data to facilitate managers and clinicians in the monitoring, planning and provision of high quality patient care. The post holder must maintain their professional accreditation, apply clinical codes adhering to required National standards, local policies and meet the monthly coding deadline. The post holder will engage with the internal coding audit programme and ensure that all audit recommendations are delivered.

Principle Duties and Responsibilities

Delivers accurate and timely clinical coding to monthly coding deadlines and takes responsibility for the correct translation of clinical information.

Liaises with Trust staff in order to achieve the collection of complete and accurate records data and provides coding advice to Trust Colleagues as needed

Uses judgement and experience to critically analyse the range of complex clinical information required to assign diagnostic and procedural codes in accordance with National Standards and local policies

Keeps up to date with the coding manuals to ensure that all changes are implemented from the appropriate date and included in the OPCS and ICD classifications to support the most accurate financial information for the Trust.



Maintains own professional skills and knowledge as required to retain Qualified Coder status and is able to switch between specialties as necessary to support the needs of the Department.

Provides guidance and support for Trainee Coders, deputises for the Clinical Coder Team Leader and provides cover for absence where needed

Person Specification

	Essential	Desirable
Qualification & Training	ACC Accreditation Human Anatomy/Human Physiology at least GCSE level or above	Evidence of continuing professional and personal development 2 years of Clinical Coding experience
Experience & Knowledge	Be experienced in the use of ICD-10 and OPCS-4 nomenclatures Have experience in working in a clinical coding department in an acute Trust Possess a thorough knowledge of Clinical Coding Standards, Local policies, anatomy and physiology, medical terminology and will use these when assigning codes.	Knowledge of Trust policies relevant to Clinical Coding, Data Confidentiality, Data Security and Human Resources policies Advanced computing skills
Analytical & Judgement Skills:	Competent in the use of clinical coding computer based systems and navigation of Trust Clinical Systems Knowledge of the anatomy, physiology and terminology that describes the human body, its diseases and treatments Ability to extract and analyse relevant information	Good understanding of PbR Finance Reporting and HRG (Healthcare Resource Groups) and their relationship with Clinical Coding Outputs
Planning & Organising Skills:	Ability to use initiative and be proactive to achieve deadlines. Ability to discuss cases and examples whilst maintaining confidentiality	



	Ability to liaise appropriately with a range of hospital personnel	
Personal qualities	Excellent attention to detail Ability to act on own initiative in accordance with the limitations of the role Commitment and energy to developing excellent services	

Relationships	Internal	External
	<ul style="list-style-type: none"> • Clinical Coding Operational Manager • Clinical Coding Team members • BI and Analytics Team • Data Quality Team • Finance Leads • Divisional Directors and General Managers • Clinical Directors • Clinical Leads, Consultants, Nurse Leads 	

Budget holder: N/A

Line management responsibility for: None

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