

Job Description

Job Title: Senior Clinical Coder	NHS AfC: Band 5
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Accountable to: Head of Clinical Coding
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Purpose of Role:

This means specific accountability to:

You will be responsible for assigning correct clinical codes to diagnoses and Operative Procedures against nationally agreed standards, in order to produce reliable clinical information for commissioning, reimbursement (based on HRG assignment), audit, and research and performance indicator production.

To work with clinicians on a regular basis to help validate their coding in order to produce more accurate coding to facilitate the Payment by Results process

- To abstract and analyse complex clinical information from patient records and translate this into a coded format in line with National Standards. To have a high level of knowledge of Medical Terminology and Anatomy and Physiology.
- To enter the final encoded data onto the appropriate computer systems to meet essential Trust requirements for statutory information and payment flows.
- The post holder will work as part of a team of experienced trained and trainee staff and the job will involve rotation between duties working on all specialties.
- Deal with enquiries from all parts of the hospital.
- Locate source documents; read histology, cytology and radiology reports. Analyse complex medical information from paper documents and via other computer systems.
- Ensure that patient records are processed in the correct manner and tracked to appropriate destinations using the computer tracking system.
- Act as mentor and assist in the education of less experienced coders.
- To be aware of wider information and patient administration service systems.
- To ensure that computer and paper records are passed for remedial action or processed in the correct manner.

Key Responsibilities:

- To convert diagnoses and operative procedures assigned to patients by medical staff into a coded format using the International Statistical Classification of Diseases (ICD10) and the Office of Population, Censuses and Surveys Classification of Surgical Operations and Procedures (OPCS4), in order to provide high quality coded clinical data relating to diagnoses, operative procedures and derived HRGs
- To collect the necessary medical information via hospital personnel, information systems and case notes for coding to be completed within agreed time limits (currently within 3 days of patient discharge) and to identify and contribute to the solution of problems or situations that obstruct the timely coding of patient records
- To abstract and analyse complex clinical records to determine appropriate clinical coding. This will involve using own knowledge and judgement to translate complex cases
- To act as lead contact with designated specialties and communicate complex issues with medical and non-medical on coding queries relating to diagnoses and operative procedures in order to ensure accuracy and consistency of information
- To attend clinical and management meetings to discuss complex coding rules and guidelines and answer questions with regard to coding, thus raising awareness of the importance of clinical coding
- To attend Theatre sessions to discuss and agree procedure coding with Surgeons and to input the resulting coded information on to the relevant electronic system
- To identify and implement new procedures to ensure that all clinical data is fully documented by clinicians and is captured during the clinical coding process
- To develop, in conjunction with the senior team, coding standards, and maintain on-going monitoring and audit procedures to ensure that coding is timely, complete, accurate and of a consistent high quality to meet the needs of the Trust
- To attend seminars and training courses in order to receive and interpret clinical coding updates and effectively communicate these to all necessary staff
- To ensure compliance with relevant legislation and Trust policy in areas of Health and Safety, Confidentiality and Data Protection
- To undertake any other duties as may be agreed

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Substantial Clinical Coding expertise across all specialties and levels of complexity PAS or equivalent system Proven experience within area 	
Qualifications	<ul style="list-style-type: none"> Accredited Clinical Coding Qualification (ACC) 5 GCSE's including English & Maths or equivalent level of attainment 	<ul style="list-style-type: none"> GCSE Human Sciences or equivalent level of attainment ECDL
Knowledge	<ul style="list-style-type: none"> Good experience of Microsoft Office Medical Terminology Anatomy and Physiology 	
Personal Skills	<ul style="list-style-type: none"> Ability to analyse and abstract complex records Ability to work as part of a team Attention to detail Keyboard/Data Entry skills Ability to organise and prioritise personal workload Ability to work under pressure and meet deadlines 	<ul style="list-style-type: none"> Mentorship of Junior Staff Ability to research and self-teach