

## Job Description

Job Information	
<b>Job Title:</b>	Clinical Coding Auditor
<b>Directorate/Service:</b>	Clinical Coding Services Department
<b>AfC Band:</b>	Band 6
<b>Responsible to:</b>	Clinical Coding Assistant Manager
<b>Accountable to:</b>	Clinical Coding Manager
<b>Base Location:</b>	Knowsley Community College
<b>Job Code:</b>	409-5555274

Job Summary
<p>To work closely with the Clinical Coding Audit and Training Team and other Clinical Coding Specialists to support the improvement in clinical documentation and accurate clinically coded data. To advise on data recording practises to ensure clinical coding accurately reflects the Patient care delivered. Undertake internal clinical coding validation audits highlighting training and data quality issues to the Clinical Coding Manager.</p> <p>Act as a support to the Assistant manager to facilitate contact with designated directorate or specialties and communicate complex coding issues and National coding standards to medical and non-medical staff to ensure accuracy and consistency of information.</p> <p>To abstract, analyse, translate and data enter complex medical care records into diagnostic and procedural codes in an accurate and timely manner adhering to the Trusts monthly deadlines.</p> <p>Act as a mentor and assist in the education of less experienced coders. Ensure accuracy and completeness of the clinical coding to national clinical coding requirements. To work with clinicians on a regular basis to validate clinically coded data.</p>

Key Responsibilities
<p><b>KEY DUTIES</b></p> <ul style="list-style-type: none"> <li>To operate on own initiative referring more complex cases to the Clinical Coding Assistant Manager for advice.</li> <li>To act in the capacity of coding expert and provides advice to junior team members on coding queries ensuring adherence to national clinical guidelines.</li> <li>Undertake staff audits and ad hoc specialty audits.</li> <li>Assign codes from the International Classification of Diseases (ICD10) and the Office of Populations and Censuses and Surveys (OPCS4)</li> <li>Participate in preparing audit reports for staff audits undertaken.</li> </ul>

- Participate in Departmental meetings and present the results of relevant reviews.
- Demonstrate good presentation skills to colleagues, the multi-disciplinary team and Clinicians.
- Coordinate engagement between Coders, Clinicians and Divisional Managers.
- Responsible for planning own workload to ensure that the objectives of the whole team are achieved.
- Maintain a professional standard of behaviour with all Trust staff.
- Take responsibility for keeping up to date with current issues and developments within the coding department.
- Work with the Divisional Managers, Associate Managers and Clinicians to improve and sustain accurate clinical data recording to support clinical coding to National Standards.
- Raise clinical coding issues with the Coding Manager.
- Undertake clinical coding reviews as required and agreed.
- Identify key areas impacting on HRG assignment and tariff making recommendations to the Clinical Coding Assistant Manager accordingly.
- Work with the Audit and training team to identify key areas for clinical coding review.
- Plan meetings with Senior Clinicians as and when necessary to undertake review of clinical information where queries have been raised.
- To validate complex clinical data and procedures with Clinicians in order to assure depth of coding for accurate payment.
- Analyse external audit reports and recommend to the Coding Manager and Divisions any corrective measures that need to be put in place to improve data quality and clinical coding outcomes.
- Support the Auditors & Clinical Coding Assistant Manager in obtaining clarification on new interventional procedures and clinical practice within the divisional specialties to ensure correct understanding for code assignment and support cascading this information.
- To liaise with clinicians and their support staff concerning interpretation of case notes documentation affecting coding.
- To prioritise Junior Clinical Coders workload and reallocate work to cover sickness or leave at short notice.

- To work with the Clinical Coding Manager to ensure all coding timescales are met and ensure that Junior Clinical Coders meet their targets.

## **CLINICAL & PROFESSIONAL RESPONSIBILITIES**

- To maintain own high standards of clinical coding accuracy and productivity.
- To participate in ongoing clinical coding training to meet national standards and Trust Requirements.
- Ensure own coding skills are kept up to date.
- Participate in creating an environment conducive to the acquisition of further knowledge and skills.
- To take every reasonable opportunity to maintain and improve your professional knowledge and competence.
- To take responsibility for developing and pursuing his/her own professional development skills in accordance with an agreed PDP.

## **ADMINISTRATIVE RESPONSIBILITIES**

- To validate the hospital activity 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.

## **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](http://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.

Job description and person specification created by Marc Holme  
Clinical Coding Manager, August 2023.