

### Person Specification

<b>Job Title</b>	Clinical Coding Auditor		
<b>AfC Band</b>	Band 6	<b>Job Code</b>	409-5555274-A

**Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation**

Person Specification		Essential	Desirable	Assessment
<b>Qualifications</b>				
1	GCSEs (A-C) or equivalent	X		A/C
2	Accredited Clinical Coding Qualification (NCCQ)	X		A/C
3	Clinical Coding Audit Qualification	X		AC
<b>Knowledge &amp; Experience</b>				
1	Extensive specialist clinical coding experience across all specialties	X		A/I/T
2	Experience of working with the HRG Grouper	X		A/I
3	Planning, organising workload to meet deadlines	X		A/I
4	Experience of undertaking presentations relating to clinical coding	X		A/I
5	Experience of mentoring junior members of the coding team	X		A/I
6	Transferring coding skills and knowledge to others	X		A/I
7	Knowledge of Information governance, data protection legislation, Caldicott and other relevant guidance.		X	A/I
8	Experience of working with clinicians and or/senior staff	X		A/I
<b>Skills</b>				
1	Firm grounding in medical terminology and anatomy and physiology	X		A
2	Ability to work on own initiative and as part of a team	X		A
3	Good understanding of Payment by Results framework	X		A
4	Excellent knowledge and understanding of clinical coding rules and conventions.	X		A
5	Effective inter-personal skills.	X		A/I
6	Possess motivation and persuasion skills	X		A/I
7	Excellent PC skills.	X		A/I
<b>Other</b>				
1	Excellent concentration skills, with attention to detail	X		A/I
2	Flexible approach to work	X		A/I
3	Knowledge of Snomed CT		X	A/I
4	Ability to travel to various hospital locations by own car/assisted driver		X	A/I