

## **JOB DESCRIPTION**

<b>Job Title</b>	Clinical Coder
<b>Band</b>	4
<b>Division:</b>	Finance
<b>Department:</b>	Informatics
<b>Reports to:</b>	Clinical Coding Team Leader
<b>Key Relationships:</b>	Clinical Coding department / Clinical teams
<b>Base:</b>	Based within Corporate Group Informatics Service with requirements to perform duties across all Trust Sites

### **1. JOB PURPOSE**

To provide an efficient and high quality clinical coding service to support the business needs of the Trust, including Clinical governance, Information governance and Finance by ensuring accurate translation and input of medical terminology.

Extract diagnostic and procedure information from both the patient's paper and electronic health record. Support the transfer from a paper to an electronic system, ensuring clinical codes are captured accurately and comprehensively throughout the patient's electronic health record.

To provide consistently recorded data to well defined standards. The Clinical Coding Dept uses the ICD10 and OPCS 4 classifications to record all diagnoses, procedures and any operations for all in-patient, day case and regular day/night admissions.

Support and deliver on the Trust's coding improvement work programmes. Ensuring improvement schemes, training and awareness sessions and clinician engagement events are suitably supported and delivered upon.

Ensure internal clinical coding productivity targets are consistently achieved and bettered.

To provide accurate information to support Healthcare Resource Groups in facilitating the Payment by Results process within the NHS.

### **2. MAIN DUTIES & RESPONSIBILITIES**

To code all diagnoses, procedures and any operations for patients admitted to the Trust to current targets using the computer systems available, with supervision for an agreed timescale.

To abstract the clinical information from the manual and computerised health record and then analyse that complex information to provide the codes, with adherence to the rules, regulations and conventions of clinical coding.

To play an active part within the Divisional team influencing and initiating operational practices to achieve the overall aim of improving quality of clinical information.

To provide expertise in the different specialties within the trust by training and rotation between the specialties, this is currently done on a 6-12 monthly basis.

To understand, and maintain, the need for accuracy of clinical coding, this has a direct impact on the finance department and funding for the Trust.

To provide a professional coding service to the Divisions, drawing upon knowledge which recognises clinical practice and determines complexity and accuracy.

To attend regular specialist workshops and refresher courses, and through training and experience, have a good working knowledge of anatomy and physiology and medical terminology.

To provide cover for absence, of coding staff, as required ensuring continuity of data collection.

To possess sufficient knowledge to work unsupervised on routine coding, taking advice from a supervisor when appropriate.

To provide prospective coding advice of planned treatments for patients added to the waiting list.

To effectively communicate with clinicians, nursing staff and other professionals, both internal and external, concerning routine coding issues.

To resolve any documentation issues and / or coding queries by consulting with colleagues and the clinical coding management, and by liaising with medical staff for clarification of information.

To deliver and collect case notes from departments where necessary.

To manage and maintain the effectiveness of, and to identify possible improvements in, the Clinical Coding procedures and protocols within the Trust.

To determine the location of missing source documents i.e. the health record, to ensure targets are met.

Maintain confidentiality of all coded and other patient data at all times in line with the Trust's Data Protection Policy.

To achieve 90% accuracy in Primary Diagnosis and Primary Procedure coding, and 80% accuracy in Secondary Diagnosis and Secondary Procedure coding.

To achieve internal operational productivity targets of coding a spell on average in 20 minutes or under, and whilst planning personal workloads.

To recode episodes that have been coded incomplete or those that are awaiting results.

To be part of an integral Divisional Coding Team which will call upon the post holder to attend and accurately represent the Coding function at multi-disciplinary team meetings.

To attend any meeting that is appropriate as necessary.

To attend Clinical Coding Conference's at the request of the Divisional management team and for self-development.

To comply with both the Trust and departmental policies and procedures and implementing local policies when required.

To undertake the necessary training courses to develop a good knowledge of Clinical Coding and surrounding coding issues.

Provide advice where appropriate to trust staff following queries or as a result of error reporting.

The clinical coding staff are responsible for managing their own workload to ensure work is accurate and complete to meet targets and communicate any problems to the Clinical Coding Management.

### **3. GENERAL DUTIES**

#### **3.1. Human Resources:**

Assist in the day-to-day co-ordination of work in own area.

Assist in the provision of regular performance reports on progress, status and achievements for own area to be used by both Management and Users.

Participate in the development of staff, where appropriate, in line with Appraisals, Investor in People and other associated guidance.

Provide training for staff from own or other disciplines on own subject area, when required.

Participate in an on-call or out-of-hours service, when required.

#### **3.2. Financial / Physical Resources:**

Assist in the management of financial resources allocated to own areas

Be responsible for the safe use of IT / network hardware and software, including installation, repair and maintenance

Liaise with external agencies, suppliers and contractors in line with agreed contracts.

Participate in the procurement process where relevant, ensuring processes and procedures are followed in a timely and efficient manner and providing assistance for the development of procurement documentation as required.

Liaise with Trust Purchasing and Supplies Consortium and other users advising on IT related aspects of purchasing to ensure that all technical requirements are met, whilst in accordance with Trust Standing Financial Instructions (SFIs) and procurement guidelines.

### **3.3. Project Management:**

Assist in assigned projects or programmes when required, using NHS Project Management standards, such as Prince2.

Participate in the preparation and completion of associated project or programme management documentation.

### **3.4. Policy / Service Development / Governance:**

Act as an ambassador for Informatics Service by developing and maintaining excellent working relationships with users across the organisation to deliver a high quality, standard IT culture to achieve local requirements and national targets.

Participate in the development and maintenance of a culture of service provision and continuous improvement for own areas.

Follow policies in own role, with a requirement to comment and implement policies and propose changes to practices and procedures for own area.

Assist in ensuring that Informatics services delivered within the Trust reflect best practice with respect to organisational, NHS and legislative requirements and guidelines including IT Infrastructure Library (ITIL), Data Protection Act (1998), Information Standards, Information Security and compliance with NHS Information Governance.

Participate in Information Governance and security as required to ensure appropriate governance and security in own area.

Participate in quality management system, assisting in audits designed to improve IT systems and services.

Follow change management policies and procedures in own area.

Ensure all documentation relating to own area is complete and fit for purpose and all releases relating to hardware, software and documentation is controlled.

Participate in risk management and service continuity for own area and assist in the Informatics service continuity planning.

Assist in Root Cause Analysis (RCA) for allocated incidents and problems

### **3.5. General:**

Undertake aspects of Informatics Services, as part of a fall-back service when required, as appropriate.

Comply with all legal, regulatory and Trust requirements including policies, standing financial instructions, standing orders and procedures.

Perform duties at all locations where Trust staff are based, including locations not owned by the Trust and other locations determined by the duties of the post.

Travel to off-site venues, as required to attend courses, conferences as designated.

Undertake other duties as required as designated by line manager or other senior Informatics managers.

### **3.5.1. Health & Safety at Work:**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

The successful candidate must not wilfully endanger him/herself or others while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where provided.

ALL accidents must be reported to your Senior Officer and you are asked to participate in accident prevention by reporting potential hazards.

### **3.5.2. Security**

The successful candidate has a responsibility to ensure the preservation of NHS property and resources.

### **3.5.3. Confidentiality and Use of Information**

To ensure, as far as is reasonably possible, that access to information is restricted to users who are known to have right of access to that information.

To ensure the requirements and principles of information governance, and /or data protection legislation and related Trust policies are adhered to.

### **3.5.4. Equal Opportunities**

Manchester University NHS Foundation Trust (MFT) encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender or disability are encouraged to apply for all advertised posts.

### **3.5.5. Smoking Control Policy**

Staff are prohibited from smoking on Trust premises in line with the Trust Smoking Control Policy. Persistent contravention of this policy may be viewed as a disciplinary matter.

### **3.5.6. Infection Control**

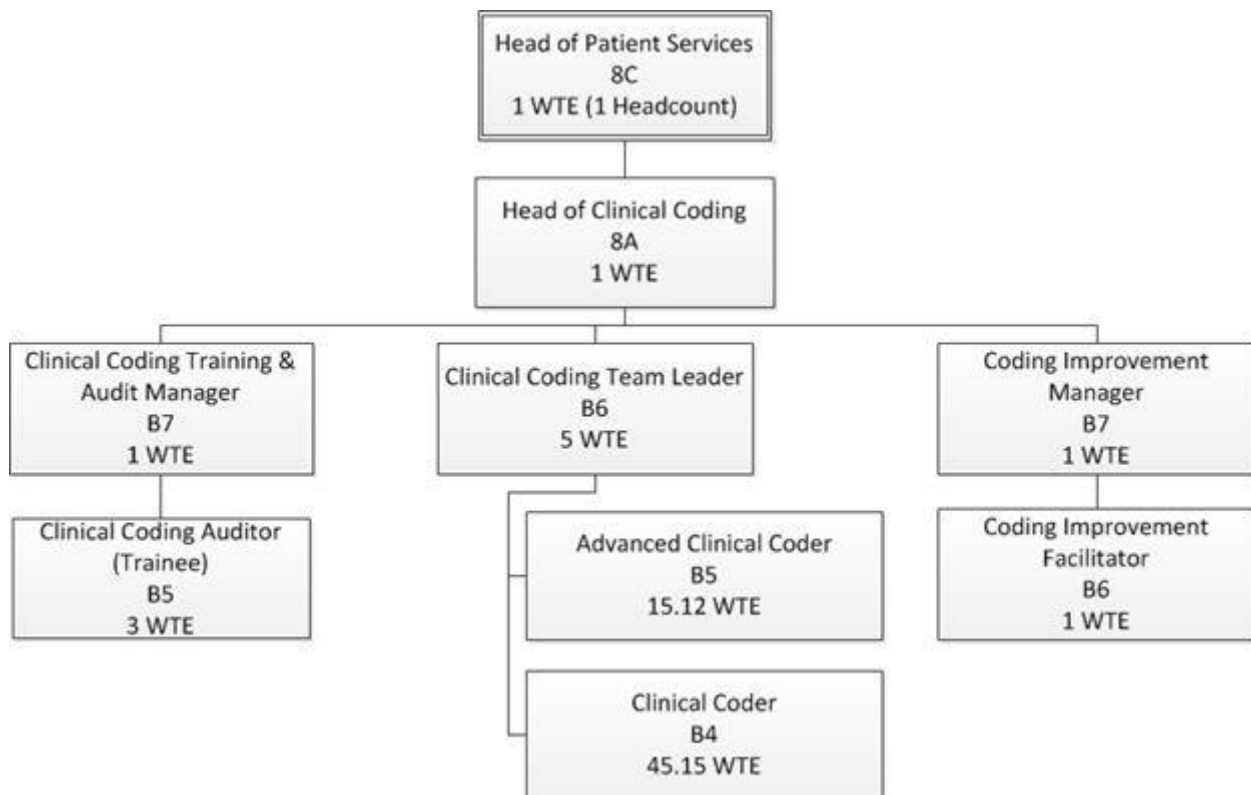
It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual

The Trust operates a system of Team Briefing, which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation, and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

**This job description is not intended to be a complete list of duties and is subject to review as the work of the Department develops and resources change. An ability to adapt to new circumstances will be essential.**

#### 4. ORGANISATION CHART



## PERSON SPECIFICATION

<b>Post Title</b>	Clinical Coder
<b>Band</b>	4
<b>Summary of Role</b>	Accurately translate clinical documentation into the ICD10 / OPCS classification for each inpatient finished consultant episode

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		National Clinical Coding Standards Course (or equivalent)	Interview
<b>Experience / Knowledge</b>	Good knowledge of clinical coding practices, rules and procedures	NHS Administrative experience	Interview
	Highly computer literate		Interview
<b>Attributes</b>	Good knowledge of ICD and OPCS		Interview
	Good knowledge of PBR's and HRG's		Interview
<b>Attributes</b>	Ability to develop skills quickly in a new environment		Interview
	Ability to work as part of a team and independently		Interview
	Demonstrate the ability to work on own whilst maintaining a team approach		Interview
<b>Other requirements</b>			