

## Job Description

**Job Title:** Clinical Coder

**Band:** 4

**Department:** Clinical Coding Department

**Hours:** 37.5

**Reports to:** Clinical Coding Team Leader

### Job role:

The Trainee Clinical Coder is the entry level position for development into an ACC Qualified Clinical Coder. The Postholder will undertake the Clinical Coding Standards Course to become an ACC Clinical Coder. The post holder is responsible for extracting clinical information from the Medical record of care, either in paper format or from the electronic patient information systems. The post holder takes responsibility for their own professional development to obtain the necessary skills to progress through to professional accreditation status. They must apply clinical codes whilst 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 actioned.

### Principle Duties and Responsibilities

Undertakes the Clinical Coding Standards Course that is fundamental to this role.

Develops and maintain practical coding skills and theoretical knowledge relating to the use of the encoding schemes. This will require a range of formal internal and external specialist training.

Ensures that national and local policies that govern the use of the encoding schemes are followed and implemented throughout the department and to report instances where policies have not been followed.

Analyses and abstracts appropriate information from a range of information sources e.g. case notes, clinical systems, histopathology reports and accurately translates clinical information into a statistical code using the encoding schemes ICD-10 and OPCS 4.

Enters encoded data on to a computer system correctly. This will require the ability to be able to review a completed screen of data and identify errors such as incorrectly typed prefix, reversed characters, mistyped numerals etc.



Liaises with Trust staff in order to achieve the collection of complete and accurate data and works closely with department colleagues to ensure that departmental objectives and targets are achieved.

Organises own work in order to ensure that individual deadlines and objectives are met and organises own study schedule to follow on from the Clinical Coding Standards Course to work towards taking the National Clinical Coding Qualification.



## Person Specification

	Essential	Desirable
<b>Qualification &amp; Training</b>	English language and Maths GCSE or equivalent Human biology O'level, A'Level, GCSE or other relevant work based experience	
<b>Experience &amp; Knowledge</b>	Competent in the use of computer based systems Ability to extract and analyse relevant information Ability to use initiative and be proactive to achieve deadlines. Ability to discuss cases and examples whilst maintaining confidentiality Ability to liaise and communicate appropriately with a range of hospital personnel Ability to organise own work Ability to work under pressure Prolonged sitting and repetitive tasks requiring prolonged concentration	Knowledge of the anatomy, physiology and terminology that describes the human body, its diseases and treatments Experience of administrative and general office duties Experience of working in a health and social care environment Ability to organise own work
<b>Analytical &amp; Judgement Skills:</b>		
<b>Planning &amp; Organising Skills:</b>		
<b>Personal qualities</b>	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
	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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