

CLINICAL CODER

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- Clinical Coders help record patient care in a standard format used across the NHS.
- They read medical notes and turn them into special codes using national rules.
- These codes help hospitals plan services and make sure care is paid for correctly.
- Coders learn through training and must pass national courses to move up in their role.
- They work with medical teams and use computer systems to keep records accurate.
- Coders must be careful, organised, and able to work with sensitive patient information.

Job Description

Job title:	Clinical Coder
Grade:	4
Site:	RSH
Accountable to:	Clinical Coding Manager
DBS required:	No

Role Summary

The role of a Clinical Coder is to ensure that all inpatient activity undertaken at the Trust is captured in a nationally recognised format, using ICD-10 (International Classification of Diseases) and OPCS 4 (Classification of interventions and procedures)

The post holder will be responsible for extracting clinical information from various source documents, including paper and electronic systems and translating the medical terminology into national and international alpha numeric codes.

Clinical Coders are required to produce consistent, accurate, complete and timely coded clinical data to facilitate managers and clinicians in the monitoring, planning and provision of high quality patient care. National clinical codes are the source for Healthcare Resource Groups (HRG) which are used to determine NHS Reference costs and payment by results.

The post holder will, through nationally recognised training, acquire the knowledge and expertise to ensure that the clinical information is accurately abstracted from the

Trusts source documents, verifying the data where necessary before translating into diagnostic and procedural codes.

Within 12 months of appointment Trainee Band 3 Coders are expected to have attended and passed the National Clinical Coding Standards Course.

The National Clinical Coding Standards Course is a 21 day course broken down into 4 modules. Pre requisite for attendance on the Clinical Coding Standards Course is that delegates are expected to have completed the e-Learning modules. These are accessed via TRUD prior to attendance on the Standards Course.

The workbook and certificate of completion of this e-learning must be submitted on first day of attendance of the 21 day classroom based learning.

Upon successfully completing and passing the 21 classroom based course trainees will become eligible for Band 4 after successfully completing an internal coding assessment.

Candidates are then expected to work towards attaining their Accredited Clinical Coding Status (ACC). Following attainment of the ACC Qualification and a minimum of 3yrs clinical coding experience from completion of the National Clinical Coding Standards Course. Clinical Coders will be eligible for Band 5 Lead Clinical Coder Status.

Main Duties and Responsibilities

- Using a range of complex and sensitive source documents both manual and electronic, to extract, analyse and translate clinical data for all inpatient and daycase finished consultant episodes, (FCEs) following the rules and conventions of ICD-10 and OPCS.
- This information often includes exposure to highly disturbing narrative of a patient's diagnosis, prognosis and photographs
- To accurately code, the clinical data using the current classifications adhering to the rules and conventions as laid down by Health and Social Care Information Centre (HSCIC) and the WHO and to ensure that the coded clinical data is entered into the Trust's PAS system for every relevant patient care episode
- Interpret medical terminology, anatomy and physiology to code a variety of specialities
- To subsequently attend all nationally and locally required training for the use of ICD10 and OPCS4 coding standards as required by the Clinical Coding Management
- To be proactive with own personal learning and development
- Ensure adherence to national and local procedures and guidelines for clinical coding
- Responsible for making own decisions regularly within the coding rules and conventions
- Be able to manage your own workload, with initial support, and work under pressure to meet local deadlines.

- To collate regular uncoded episode reports, actioning as appropriate ensuring that your workload is organised and prioritised to meet internal and external deadlines
- To work with the Department Clinical Coding Coordinator and Lead Clinical Coders to look at ways that the uncoded episodes can be reduced and implement systems/procedures to ensure that regular improvement is made and maintained
- Maintain the data quality of all patient information in accordance with the Trust's Data Quality policy
- To assist the Trust in maintaining a high data quality standard by raising queries regarding anomalies found in the recording of data immediately with coding colleagues, the Data Quality Team
- Attend Clinical Coding meetings to discuss and improve coding processes

Communication

- To develop and maintain effective communication and good working relationships with all colleagues within the Clinical Coding Department and with staff who are key to the coding process, outside of the Clinical Coding Department where appropriate.
- To ensure communication channels are used appropriately to facilitate the clinical coding process.

Planning and Organising

- To assist the Coding Co-ordinator in maintaining departmental performance with regard to quality and quantity by upholding agreed standards
- To assist the Coding Co-ordinator in planning and assigning tasks to the more junior members of staff
- Monitor own performance against previously agreed objectives

Managing – People and Resources

- To take personal responsibility to ensure the correct usage of all resources provided to perform assigned tasks
- Assist the Coding Co-ordinator in monitoring performance of the more junior members of staff
- To identify and participate in any cost improvement measures as required

Training and Teaching

- To seek and attend in-house training, workshops, formal training, open discussions, and briefing from various expert sources in order to maintain coding proficiency
- To seek knowledge and experience levels required to achieve and maintain national working towards Accredited Clinical Coder (ACC) status within 3yrs of appointment
- To be responsible for attaining and maintaining proficiency levels necessary to sustain coding data accuracy and integrity
- Attain and maintain proficiency levels in all tasks within the coding office and perform these duties as required
- Assist the Coding Co-ordinator in the training and development of junior members of staff as required.

Research and Development

- Participate in audit and monitoring of standards
- To participate in the development of an evidenced-based and patient focused service
- To be responsible for increasing their own professional research knowledge by promoting a questioning and analytical approach to coding

Policy and Service Development

- Adhere to local coding office Policies and Procedures, conforming to National Standards.
- Ensure correct procedures are adhered to relating to telephone calls into department and take appropriate action as necessary
- To work within an overall framework of Clinical Governance
- To support the Coding Co-ordinator in the implementation of Trust Policies such as Risk Assessment and Incident Reporting management (Datix)

Administration

- Maintain current knowledge in the correct procedures and as necessary the correct usage of the National Clinical Coding Query mechanism
- To attend discussions, meetings, and functions that have a direct bearing on the clinical coding process, as required. Ensuring coding processes are not compromised
- To uphold highest levels of efficiency relating to the correct usage of the PAS, Medicode, and any other data storage systems required to maintain standards
- Develop knowledge in the correct procedures necessary for the running of reports to identify uncoded episodes and the use of those reports

Clinical and Professional

- To at all times strive to use correctly the following guidelines: National Clinical Standards ICD-10 and National Clinical Coding Standards OPCS-4
- Maintain National Standards established by the Terminology and Classifications Delivery Service

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Completion and successfully completed the Clinical Coding Foundation and/or refresher course • Educated to A level standard or equivalent relevant experience 	
Experience	<ul style="list-style-type: none"> • Previous Clinical Coding experience 	<ul style="list-style-type: none"> • Experience of mentoring staff
Knowledge and skills	<ul style="list-style-type: none"> • Excellent understanding of medical terminology, anatomical & physiology • Specialist knowledge of ICD10 and OPCS4 coding classifications and standards in the NHS UK environment • Ability to communicate complex issues to staff at all levels • Effective organisational skills • Evidence of ability to deliver to targets and deadlines • Evidence of keeping pace with developments in clinical coding 	<ul style="list-style-type: none"> • Example • Example • Example

	<ul style="list-style-type: none"> • Ability to make use of resources and contacts to obtain relevant information 	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an

Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

