

ROLE BRIEF

Department:	Corporate Governance
Job Title:	Clinical Coder
Responsible To:	Head of Risk Management
Location:	Crowborough and East Grinstead
Key Duties:	<ul style="list-style-type: none"> • To provide an efficient, effective, accurate, reliable and responsive clinical coding service for Horder Healthcare (HH). • To provide data on Horder Healthcare's clinical activities, based on clinical coding, by abstracting information from a variety of documents and translating into diagnostic (ICD10) and procedure coding (relevant version of OPCS). • To be Horder Healthcare's lead on all coding matters, providing advice and guidance as required, and ensuring the Centre remains abreast of new developments and best practice.
Key Accountabilities:	<ul style="list-style-type: none"> • To abstract complex information from case notes, discharge summaries and other sources and translate it using ICD10 and OPCS 4 Classifications, in accordance with national rules and standards. • Assign the most accurate clinical codes for diagnoses, co-morbidities and procedures, adhering to and applying national clinical coding rules and conventions • To ensure current coding practice is followed and appropriate medical knowledge is continually updated through self-directed learning and liaison with fellow coders. • To ensure the timely and accurate coding of all diagnoses and procedures and input into the patient management systems. • Meet monthly deadlines for completion of coding as required by the Finance Department and be proactive in ensuring suitable contingency arrangements are in place if necessary. • In conjunction with the IT Network and Database Administrator, ensure iPM is maintained and up to date as new ICD and OPCS tables are issued, making interim minor adjustments as required. • To develop HHs coding practises and processes as required. • To have a very good understanding of HRGs and their links to accurate coding. • To participate and assist in internal and external coding audits. • To ensure the provision of high quality information as required by HH in a timely manner and maintain an awareness of the role of accurate coding in the provision of high quality data. • To create and maintain good communication links with Consultants and clinical teams to ensure quality and depth of clinical coding is achieved. • To be able to communicate complex coding rules to medical and administrative staff in writing, via telephone, e-mail, or in person. • To ensure clinical coding policies and guidelines are revised and updated liaising with appropriate parties.

	<ul style="list-style-type: none"> • To implement local clinical coding policies in conjunction with the Consultants and other clinical staff and ensure they are reviewed regularly and kept up to date. • To liaise with nursing and administrative staff highlighting their role within the coding process and the requirement for accurate and comprehensive documentation in the medical record. • To attend training courses both internal and external to maintain competency, enhance skills and extend knowledge as required. • To comply with national standards for clinical coding and to follow standards of service, policies and procedures as laid down by NHS Digital. • Highlight possible improvements to coding processes and initiate improvements to increase revenue due to coding processes. • Participate with and projects to improve processes and business continuity planning for HH
Key Knowledge, Skills and Experience:	<p>Must Haves: Knowledge of ICD10 and OPCS4. Knowledge of Anatomy, Physiology and Medical Terminology Experience of working within a clinical setting Works well under pressure Flexible approach Presentable Confidential Good communication skills Act on own initiative</p> <p>Nice to Haves: Good organisational and problem solving skills Good presentation skills Previous Coding Experience Successful completion of the Clinical Coding Foundation Course (CCSC), and you'll have been on a Refresher if this is more than 3 years old</p>
Health and Safety:	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>

Equal Opportunities	Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependents, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we will discuss with you first.
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>