

Job Details

Job Title:	Clinical Coding Novice
Band:	Band 3
Department:	Clinical Coding
Division:	IM&T
Base:	RAEI / WRI/ LEI Hospitals

Reporting Arrangements

Managerially Accountable to:	Clinical coding Training Lead
Professionally Accountable to:	Clinical Coding Manager
Responsible for:	N/A

Job Purpose

To abstract and analyse complex clinical information from patients records and translate this into a coded format in line with National Standards.

To develop good potential for career progression within clinical coding, with demonstrable and active learning towards an agreed personal development plan.

Deal with enquires from all parts of the hospital.

Ensure that patient records are processed in the correct manner and tracked out to appropriate destinations using the electronic tracking system.

To be aware of wider information and patient service systems.

To have a basic level of knowledge of Medical Terminology and Anatomy & Physiology.

To enter the final encoded data onto the appropriate computer systems to meet essential Trust requirements for statutory information and financial flows.

Locate source documents, read histology, cytology and radiology reports, and analyse medical information from paper documents and via other computer system

Enter the coded data onto appropriate computer systems (PAS /HIS,EPR), ensuring consistent accuracy in collection of data.

Duties and Responsibilities

Key Results from Postholder

- Assign codes from the International Classification of Diseases (ICD10), Office of Population Censuses and Surveys (OPCS4) and SNOMED applying National and International rules to agreed standards. Inputting of coded data onto the Patient Administration System (PAS) for all Inpatient, Day Case and Waiting List episodes
- To use a basic level of knowledge in medical terminology and anatomy & physiology when making judgements in translating information where clinical description does not map to an exact code applying UK clinical coding classification conventions.
- To use judgement based on knowledge acquired through National Standards and work-based training to translate cases where the information provided is not readily easy to code and to seek help from senior members of staff and liaise with clinical leads for these types of coding queries.
- Demonstrates knowledge of medical terminology

Planning and Organisational Duties

- Working on own initiative within standard departmental procedures and managing day-to-day workloads, referring more complex issues to more senior colleagues.
- Ensuring that coding is carried out in an accurate, timely and complete manner to meet the Trusts 10 day deadline for statutory information requirements and financial flows.
- To meet the throughput and deadlines allocated by the coding managers operating mainly on own initiative but referring more complex analysis to more experienced coding staff or managers.

Communication and working relationships

- To liaise with clinical, nursing, secretarial/clerical staff and porters to facilitate timely and accurate receipt of clinical source documentation for coding.
- Where appropriate, visit the wards to obtain information for coding. When necessary chase patients medical records to obtain source documentation on incomplete episodes.
- To liaise with ward, medical records, admissions staff r patient queries with temporary or other patients case notes.
- Identify any omitted or inaccurate episodes of care to ensure admission or correct information is recorded. Communicate this to line management
- To give assistance to other members of staff, either in person or by telephone, with requests for tracing medical records or other paperwork passing through the coding office.

Responsibility for Finance

- Ensures own working practice is not wasteful of Trust resources.
- Maintains office equipment in a clean operative standard, registering faults and problems when required

Responsibility for Human Resources

- Responsible for attending own essential training.
- Maintains a professional standard of behaviour with all Trust staff

Responsibility for Health and safety

- Attends mandatory training
- Accepts responsibility for adherence to Trust & Departmental Health & Safety Policies

Standard Duties and Responsibilities

The Trust operates a No Smoking Policy.

Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Safety at Work Act 1974 – the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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