#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| **Job Title:** Clinical Coder (Entry Level)  **Responsible to:** Clinical Coding Team Leader  **Department:** Health Records  **Directorate:** Corporate Services  **Operating Division:** NHS Lothian  **Job Reference:** **160984**  **No of Job Holders:** |

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| 2. JOB PURPOSE |
| To interpret clinical records in relation to non-complex/routine inpatients and day cases and converting these terms into international classifications to form part of a national and local data set on patient activity.  To quality assure individual records including clinical and administrative details for consistency and compliance with national standards and definitions. |

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| **3. DIMENSIONS** |
| **Dimensions**- Acute teaching hospitals comprising, six bed holding and one support services spanning over 7 sites (Liberton Hospital, Royal Infirmary of Edinburgh, Western General Hospital, Royal Hospital for Sick Children, Princess Alexandra Eye Pavilion, St John’s Hospital and Lauriston Building)  Inpatient/day cases completed consultant episodes each year,   * RIE – 126,000 * WGH - 65,000 * SJH – 50,000 * RHSC - 16,000 * PAEP - 5000 * LIB - 3000 |

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| 4. ORGANISATIONAL POSITION |
| Health Records Manager  Clinical Coding Team Leader  **Clinical Coder (entry level)** Clinical Coder Clinical Coder (Higher Level)  **(This post)** |

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| 5. ROLE OF DEPARTMENT |
| Responsible for the development and implementation of eHealth Health Records strategies in NHS Lothian to support NHS Lothian’s short, medium and long-term objectives. These strategies aim to implement a systems architecture that achieves the following Strategic Information Requirements:   1. to support healthcare professionals in the delivery of patient care; 2. to improve the patient journey through adequate communications between all sectors of healthcare; 3. to monitor and improve the quality of care based on the results of medical, nursing and other professional indicators including Clinical Audit; 4. to manage contracts between purchasers and the divisions effectively; 5. to manage and improve service performance in financial and manpower terms; 6. to identify the costs of care; 7. to support teaching and research.   The provision of a comprehensive support service to our eHealth customers.  Responsible for Health Records Departments, which provide the following critical services: Admissions & Registrations; Records Library; Legal; Central Returns and Clinical Coding.  The departments manage the responsibilities under Data Protection legilsation. |

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| 6. KEY RESULT AREAS |
| 1. To analyse electronic discharge summaries, operation notes, paper discharge summaries and casenotes for non-complex/routine cases determining the correct diagnoses and surgical procedures relevant to the current period of patient care. 2. To allocate codes to all diagnoses and procedures relevant to current episode of patient care, using knowledge of the rules and conventions of ICD-10 and OPCS-4 and input data to appropriate Computer System. 3. To clarify with the secretary inconsistent, doubtful or non-specific information in each discharge summary, resolve errors and queries produced on PAS when validating episode of care so that information submitted is accurate, complete and in correct order referring remaining unresolved problems to Team Leader. 4. To attend Workshops run by ISD on medical and surgical specialties in order to increase clinical knowledge base required for accurate coding. |

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| 7a. EQUIPMENT AND MACHINERY |
| PERSONAL COMPUTERS – in putting/extracting information to Patient Information System  PRINTERS – printing of letters, emails etc  PHOTOCOPIER – reproducing copies of documents.  FAX – sending and receiving documentation  TELEPHONE – receiving and giving out information  TROLLIES – transporting casenotes  MOBILE FILING BAYS – used to house case notes |
| **7b. SYSTEMS** |
| PC – to communicate, extract and record information  PAS - processing and generating patient information and reports.  LSA –extract patient information and reports  EXCEL – collation of flexi time sheets  INTERNET – used to search for information.  INTRANET - used to search for information.  APEX – used to extract information |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder is allocated work on a daily and ad hoc basis. Workload will be generated by the Team Leader, via discharge summaries, operation/procedure and casenotes for in-patients and day case admissions forms.  Supervision is available on a daily basis via the Team Leader.  Works within clearly defined guidelines and protocols supported by Team Leader. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The Coder must analyse the text of non-complex/routine in-patient/day-case discharge summary and operation notes and decide which is the final and correct diagnosis for coding.  The Coder must organise in a sequence the main condition and procedure and decide which conditions and procedures are the most resource intensive and position these accordingly.  Decisions that must be referred on to the Team Leader include the allocation of codes against diagnoses or procedures which have no match in the coding indices and which are outwith the knowledge and experience of the coding group. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Learning the rules and principals of clinical coding, using the rules and conventions of ICD10 and OPCS4 |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder will communicate with the following internal contacts in relation to non-complex and routine coding matters.  **INTERNAL**  Clinical Coding Staff daily to resolve problems email/telephone/ in person  Medical secretary ad hoc enquiries telephone/ e-mail/in person  Ward clerk ad hoc enquiries telephone  Health Records Staff daily enquiries telephone/ in person |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * **Physical** – Accuracy, keyboard skills, fit and able to demonstrate ability to retrieving/filing of Health Records. Sitting for long periods of time inputting of information on Patient Administrative Systems. The use of trolleys to transport Health Records to identified locations/destinations. * **Mental** – Long periods of concentration to ensure accuracy of data input whilst coding. * **Emotional –** Daily indirect exposure to casenotes and electronic discharge summaries about abuse and terminally ill patients and disturbing photographs. * **Environmental –** Frequent use of Visual Display Units. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to standard grade level. * Good communication and interpersonal skills. * Ability to work with a high degree of precision whilst meeting deadlines. * Ability to work on own initiative and as part of a team. * Basic keyboard skills. * Completion of a 2 year on the job training programme provided by the Team Leader. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |