#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| **Job Title:** **Clinical Coding Officer (Band 3)****Responsible:** Clinical Coding Team Leader**Department:** eHealth **Directorate:** Strategic Planning, Performance, Reporting and Information**Operating Division:** Corporate Services**Job Reference: 214061****No of Job Holders:**  |

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| 2. JOB PURPOSE |
| To interpret clinical records in relation to non-complex, routine & complex inpatients and day cases and converting these terms into international classifications to form part of a national and local data set on patient activity. |

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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 |
| Head of Health RecordsClinical Coding Officer Team LeaderClinical Coding Officer (entry level) **Clinical Coding**  Clinical Coding Officer Officer Higher Level/Supervisor  **(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 the Data Protection Act. |

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| 6. KEY RESULT AREAS |
| 1. To analyse electronic discharge summaries, operation notes, paper discharge summaries and casenotes of non-complex, routine & complex 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 and clinicians inconsistent, doubtful or non-specific information in each discharge summary, resolve errors and queries produced on appropriate computer system when validating episode of care so that information submitted is accurate, complete and in correct order referring remaining unresolved complex problems to the Supervisor or 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.
5. To maintain a comprehensive understanding of medical terminology and its application to the coding of diagnoses and operations and updating and amending coding manuals on receipt of coding guideline updates.
6. To maintain high levels of competence in the use of a number of computer modules and will be required to learn new modules as appropriate.
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| 7a. EQUIPMENT AND MACHINERY |
| PERSONAL COMPUTERS – in putting/extracting information to Patient Information SystemPRINTERS – printing of letters, emails etcPHOTOCOPIER – reproducing copies of documents. TELEPHONE – receiving and giving out information TROLLEYS – transporting casenotesMOBILE FILING BAYS – used to house case notes |
| **7b. SYSTEMS** |
| PC – to communicate, extract and record informationPAS - processing and generating patient information and reports.LSA –extract patient information and reportsEXCEL – collation of flexi time sheetsINTERNET – used to search for information.INTRANET - used to search for information.APEX – used to extract informationSCOTTISH BIRTH RECORD - processing and generating patient information and reports. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder is allocated work on a weekly 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 Supervisor and Team Leader.Works within clearly defined guidelines and protocols supported by the Supervisor and Team Leader.Annual appraisal/review with Supervisor or Team Leader against defined policies and procedures as required. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The Clinical Coding Officer must analyse the text of non-complex, routine and complex in-patient/day-case discharge summary/ operation notes and decide which, is the final and correct diagnosis for coding. The Clinical Coding Officer 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 Supervisor include the allocation of codes against diagnoses or procedures which have no match in the coding indices and of more complex cases 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 OPCS4Working across the full range of acute specialties and several different SMR schemes and computer systems.Interpretation of clinical details of routine / complex cases to establish a fully valid record, identifying matters of significance that may not be recorded in a way that readily lends itself to coding.Maintaining a comprehensive understanding of clinical terminology and its application to the coding of diagnoses and operations. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **INTERNAL**Clinical Coding Staff daily to resolve problems email/telephone/ in personMedical secretary ad hoc enquiries telephone/ email/in personWard clerk ad hoc enquiries telephoneHealth Records Staff daily enquiries telephone/ in personClinicians ad-hoc to resolve problems telephone/email/ in personNursing Staff ad-hoc to resolve problems telephone/email/ in person**EXTERNAL**National Services Scotland(Information Services Division) as required enquiries/training telephone/email/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.Completion of the 2 year on the job training programme demonstrating competencies required to undertake the role.ISD certificates in ICD-10 and OPSC-4 plus a proven understanding of the current coding classifications gained through work based training and experience. ISD certificate in Anatomy and Physiology plus a sound knowledge of medical terminology gained through work based training and experience.A proven ability to use the coding soft/hardware knowledge gained through work based training and experience.A proven understanding of health care procedures and in particular the principle of patient confidentiality gained through work based training and experience.Good communication and interpersonal skillsAbility to work with a high degree of precision whilst meeting deadlinesAbility to work on own initiative and as part of a team. |

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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: |