

**JOB DESCRIPTION**

(Please note this job description is issued as a guide only and

will be reviewed as the business develops)

**Title:** Lead Clinical Coder, Emersons Green Hospital, Bristol (Hybrid role)

**Managerially Accountable to:** Senior Finance Manager

**Job summary**

As the Lead Clinical Coder for this Clinical Coding Team, you will hold the nationally recognised ACC (Accreditation of Clinical Coders) qualification in clinical coding. You will have a minimum of 7 years coding experience. Managerial experience would be advantageous but not essential. The post holder will provide an effective, accurate, timely, and consistent clinical coding service and ensure all coding quality targets are achieved, assisting in audits as appropriate. You will be expected to promote continuous improvement in data quality by keeping abreast of development and innovations in the medical, surgical, and coding disciplines. The post holder will co-ordinate and line manage the Clinical Coding Team to ensure coding is completed to strict monthly deadlines and to set data quality standards, to secure Trust income. You will supervise and support the training of new and less experienced coding staff, acting as a mentor in understanding clinical coding rules. This role leads the Clinical Coding team which aims to provide credible, accurate, complete, and timely data for the Company.

Coded clinical data is essential for effective management, it is used to support service agreements, clinical governance reporting and benchmarking, and has a direct impact on income.

**Principal duties and responsibilities**

* To line manage on a daily basis the Clinical Coding Team to ensure coding is completed to strict deadlines, and to set up data quality standards to secure income under National Tariff.
* To act as Lead Clinical Coder by providing first line clinical coding expertise on complex queries to the Clinical Coding Team, ensuring clinical information is translated into codes adhering to National Standards using ICD-10 and OPCS classifications, and input the data onto the Patient Administration System (PAS).
* Undertake direct complex clinical coding workload to maintain Advanced Clinical Coder status and expertise, analysing, interpreting and extracting relevant information from patient’s clinical case notes relating to diagnosis and operative procedures across all specialties.
* To be responsible for the completion of each month’s coding and maintain internal and external timescales.
* To check the accuracy of admissions, transfer and discharge details in the patient’s medical record, identifying and addressing any concerns around data quality relating to the recording of patient episodes on PAS.

* To liaise with clinicians and their support staff concerning interpretation of case note documentation affecting coding.
* To be responsible for the investigation and correction of coded clinical data rejected or queried by recipient information systems, including answering Clinical Commissioning Group challenges in code assignment in a timely manner.
* To be responsible for the implementation of Income Recovery projects.
* To participate in clinical audits. To assist with providing the relevant information needed for audit and commissioning to support decision by clinicians, management and the finance department.
* To maintain an up-to-date knowledge of Clinical Coding National Standards, and to participate in ongoing clinical coding training to meet those standards.
* To assist in the implementation of local policy within national standards.
* To plan and prioritise own workload to meet departmental targets and to advise the Senior Finance Manager of any hindrance to the achievement of these targets.
* To be able to work under pressure maintaining accuracy especially around monthly closedown periods.
* To maintain confidentiality of all coded and other patient information at all times.
* Any other duties, appropriate to the grade as required by the Senior Finance Manager.

**ADDITIONAL INFORMATION**

**Education and Development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with PPG policies and procedures.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory Framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission (formerly Health Care Commission) incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to PPG policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

**Infection Control**

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with PPG responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

**Conflict of Interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and PPG business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**Privacy, Dignity and Respect and Equality of Opportunity**

The Hospital is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour. In particular staff will protect the privacy and dignity of all patients at all points of their contact with the organisation. It is paramount that staff deal sensitively with individual circumstances and adhere strictly to the single sex requirements.

Vulnerable Adults Abuse   
The patients referred to us for care must be able to trust that not only will they be safe from any abuse, bullying or intimidation from any member of staff but that suspicions of external abuse will be dealt with appropriately.

Raising Concerns   
It is everyone’s responsibility to draw attention to any practice or behaviour which could put patients or staff at risk.

**Equal opportunities**

PPG is an Equal Opportunities employer. The Hospital is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job-related needs of all staff working in PPG are recognised.

The Hospital will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature........................................ Date.............................

Signature of Head of Department............................ Date..............................