

## Job Description

### 1. JOB DETAILS

<b>Job Title:</b>	Coding Engagement Lead
<b>Grade:</b>	<b>AFC Band 5</b>
<b>Responsible to:</b>	Clinical Coding Manager
<b>Reports to:</b>	Deputy Clinical Coding Manager
<b>Location:</b>	<b>STH</b>

### 2. JOB PURPOSE

To provide high quality accurate and timely clinical coded data, thus supporting the business needs of the Trust.

To ensure that clinical information is accurately and efficiently analysed and extracted from patient records both paper and electronic of all inpatient and day case patients treated by STHFT; to translate the information into appropriate codes according to the conventions of ICD10 and OPCS4; to subsequently enter the codes into the 3M encoder for transfer to the Trust PAS and data warehouse. The resulting data is utilised both internally and externally to the Trust. It determines Trust income in line with the National Tariff payment system, supports clinical research, commissioning and governance. This will involve undertaking expert coding for a caseload of initial coding assessments and also review and audit of coding that has already been completed.

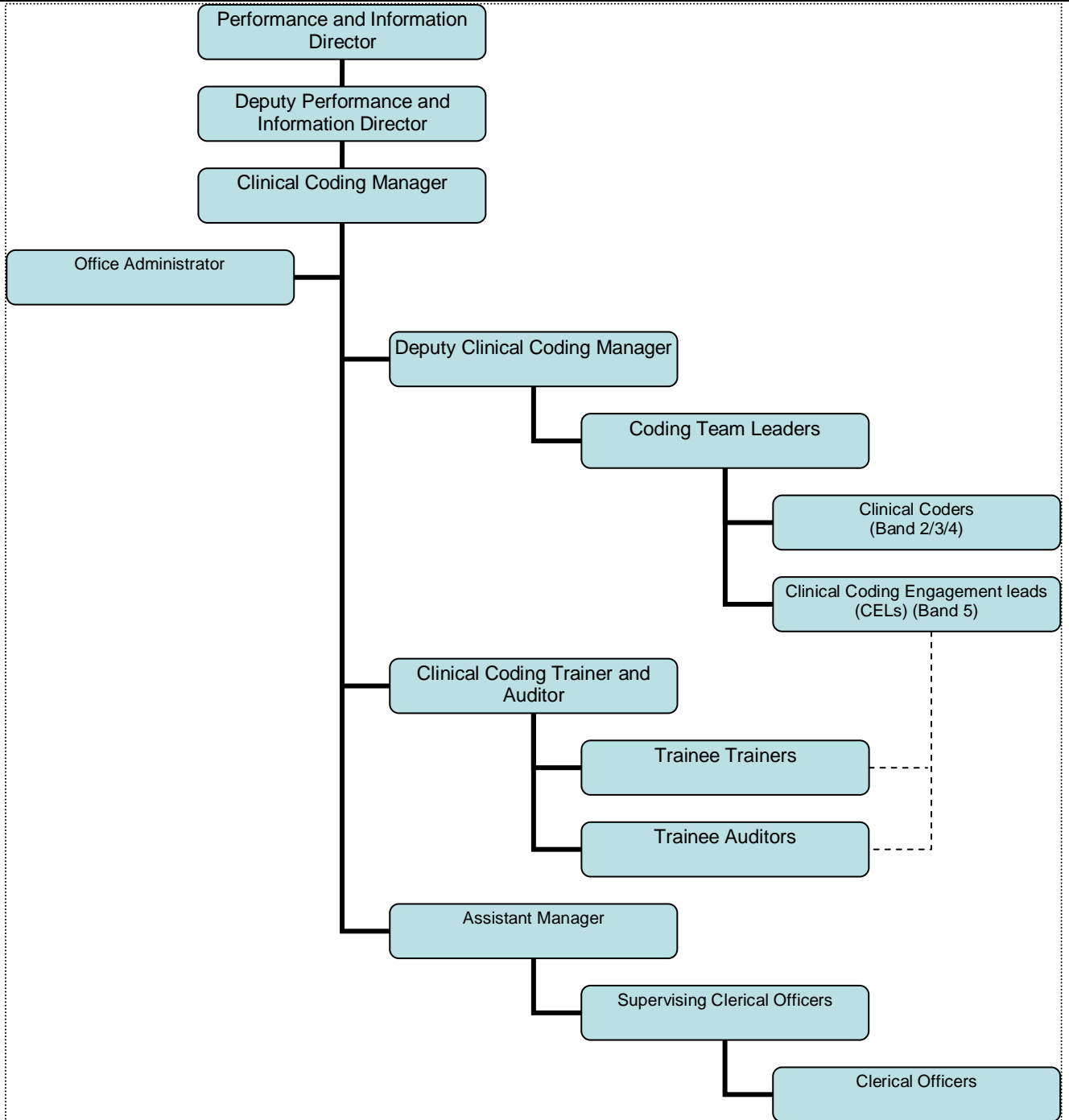
To improve the accuracy and depth of clinical coded data through engagement with and training of clinicians and directorate managers.

To mentor and support non-qualified clinical coding staff, dealing with complex coding queries escalated through the Clinical Coding team

### 3. ROLE OF THE DEPARTMENT

Clinical Data Capture is part of the information function within the Trust. The department is responsible for ensuring the allocation of complete and accurate clinical codes to patient's hospital events in a timely manner to ensure data is available for a variety of purposes including; remuneration, contract monitoring, research and governance.

#### 4. DEPARTMENTAL /DIRECTORATE ORGANISATIONAL CHART



#### 5. MAIN DUTIES AND RESPONSIBILITIES

A) To abstract and analyse complex clinical information from the patient record and translate this into a coded format in line with National Clinical Coding Standards, following the rules and conventions of ICD-10 and OPCS 4.8 as defined by the World Health Organisation and NHS Digital.

- This will involve using own judgement in order to assign primary and secondary coding to ensure completeness and accuracy of data.
- Will involve data abstraction from a range of source documents both paper and electronic to ensure a detailed understanding of the complete patient stay.
- Requires attention to detail.
- May involve exposure to potentially distressing/disturbing information and/or photographs
- Requires detailed knowledge of human anatomy, medical/surgical procedures and an understanding of medical/clinical terminology.
- Requires a high level of concentration for extended periods of time.
- Requires liaison with clinicians to clarify coding queries where the information provided is insufficient/inadequate to enable assignment of correct codes.
- Requires frequent use of multiple computer systems from which data is extracted or input. Input inaccuracies could have both financial and statistical implications.
- Requires the ability to attain knowledge to assist decision making from the internet and the coding query resolution database DELEN.
- Requires the coder to be an Accredited Clinical Coder or have significant experience coding a variety of specialities with a complex case mix.
- Requires maintenance of up to date knowledge and competency in the use of Clinical Coding standards through: implantation of changes following review of monthly coding clinics, yearly review of updates of ICD or OPCS Standards and/or Classifications as specified by the W.H.O and NHS Digital.
- Requires completion of the mandatory national refresher course and assessment every 2-3 years.
- Requires attainment of specialist coding knowledge through the completion of national speciality specific coding workshops.
- Requires adherence to local coding policy standards in the absence of National standards
- Requires collaboration with peers and clinicians to share knowledge and resolve complex coding queries.
- Requires escalation of unresolved complex coding queries to the Coding Trainer and Coding Auditor when all other avenues have been exhausted.

B) To enter the relevant ICD and/or OPCS codes into the PAS system via the 3M Encoder. This will involve:

- Ensuring data entry is made against the correct patient record
- Ensuring data entry is made against the correct Finished Consultant Episodes
- Liaising with wards/departments and the EPRS Data Quality team to ensure FCE data is correct.

C) Contribute to improving coding accuracy, consistency and completeness of all in-patients clinically coded activity. This will involve:

- Providing guidance and support to coders with less experience to ensure they work to national and local coding standards. Demonstrate good working practices.
- Acting as a mentor to Trainee Clinical Coders assisting with on the job training which ensures they work to national and local coding standards.
- Systematic review of reports generated from the data warehouse, taking appropriate action to ensure errors are corrected and feedback is provided to the appropriate team to enable learning.
- Taking action to ensure the coding Trainer and Auditor are aware of common coding errors.
- To plan and lead on internal quality audits in line with recognised audit methodology including extraction and analysis of data, report production and implementation of identified actions and learning outcomes. This will include making adjustments to coding that has already been completed, identifying and correcting differences in coding and reviewing cases where clinical information needs to be checked with the clinician or where new patient information is available

- Assisting the Accredited Auditor in undertaking formal audits, reporting findings to the Accredited Auditor and Trainer.
- Planning of and participation in directorate engagement and training activities across the Trust in order to promote the understanding of clinical coding principles, and also promote and maintain good working relationships.
  - \* Activities include but are not limited to attending: Delivery of training, Meetings, Staff induction, Ward Rounds, Reviews of complex patient care records.
- Ensures that coding policies are implemented by Directorate teams across the Trust and proposes changes to policies, protocols and standard operating procedures impacting across the Trust.
- Using Clinical Coding expertise in conjunction with anatomy and physiology knowledge and effective communication skills to discuss complex clinical information with clinicians of all levels to determine and explain how clinical codes are determined and applied.
- Participation in regular cross site departmental meetings in order to facilitate standardization of working practices and dissemination of information in respect of coding issues.
- Provision of relevant OPCS codes to directorate administrative staff; thus ensuring they are able to populate the PAS system accurately for the purposes of monitoring and planning.

D) Contribute to timely completion of coded activity to ensure that Trust income is secured and data is complete for national submission. This requires:

- Knowledge of coding deadlines.
- The ability to manage own work load, prioritising appropriately.
- The ability to work under pressure.

E) Maintain confidentiality in accordance with the Trust Confidentiality Policy and related legal framework.

F) Monitor and ensure timely ordering of office supplies and equipment maintenance

## **6 FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)**

- Supports income generation through implementation of correct coding procedures. Ensures income is maximised through audit, review and adjustments to coding already completed

--

<b>7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)</b> <ul style="list-style-type: none"><li>Responsible for planning and delivery of training to Directorates on Clinical Coding principles and practice</li></ul>
--

<b>8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)</b> <p>None</p>
--

<b>9. WORKING RELATIONSHIPS (please identify the main personnel with whom the postholder will be required to communicate with and advise internally and externally)</b>  <b>a) Communicate with:</b> Medical Secretaries Clinicians and Administrative staff Clerical Staff in other Departments Staff in other hospitals I T Staff Clinical Coders in other hospitals  <b>b) Provide advice to:</b> Coding Trainees Clinical Coders Clinicians Medical Secretaries Clinical Service Managers
--