East Cliff Practice

Outline Job Description

Job Title: Clinical Coder

**Salary:** Dependent on experience

Hours: 20-30 hours per week

**Reports to:** Assistant Practice Manager

## Works Closely With: All Clinical Staff and Healthcare Professionals, Practice and Business Manager, Assistant Practice Manager

**Purpose of Job**

To ensure all incoming and internal patient correspondence is stored in the patients’ record and all relevant information is correctly and accurately coded. To carry out administrative related tasks as delegated by the Assistant Practice Manager, and to provide support and cover to other admin colleagues during absence or sickness.

**Main Duties and Responsibilities**

* Analysing patient records and extracting and accurately recording all relevant clinical information
* Examining records and documentation for missing information
* Assigning industry-recognised codes
* Collaborating with clinical colleagues and other healthcare professionals to ensure information accuracy
* Ensuring that the practice complies with clinical coding guidelines
* Ensuring that all clinical codes are current
* Following practice protocols to ensure consistent and high-quality care is provided to our patients.

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**Team Working**

* Understand own role and scope and identify how this may develop over time.
* Work as an effective and responsible team member, supporting others.
* Prioritise own workload and ensure effective time-management strategies are embedded.
* Work effectively with others to clearly defined values, direction and policies.
* Discuss, highlight, and work with the team to create opportunities to improve patient care.

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## Confidentiality, Equality and Diversity

* In the undertaking of the duties outlined above the post-holder will have access to confidential and sensitive information relating to patients, carers and practice staff. This must be kept strictly confidential at all times.
* Patients seeking information from the practice do so in confidence and as such have the right to expect that staff will respect their privacy and act appropriately.
* Policies and procedures relating to the protection of personal and sensitive data must be adhered to at all times and only divulged to authorised persons.
* The post-holder will support the equality, diversity and rights of patients in a manner that is consistent with practice policies and legislation.
* The privacy, dignity and beliefs of patients, carers and colleagues must be respected.
* The post-holder should behave in a manner which is welcoming, non-judgmental and respectful of the circumstances and rights of all visitors to the practice.

## Data Protection

* Under the Data Protection Act 2018:
* You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party.
* If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your Manager.

## Health & Safety

* Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under the organisation safety policies, and to maintain awareness of safe practices and assessment of risk.

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## Infection control

* All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.
* All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection, Prevention and Control.

## Safeguarding Children and Vulnerable Adults

* Safeguarding of individuals who come into contact with our services whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of the organisation in whatever capacity they are employed.

## Safeguarding Children

* The organisation adheres to the KCC Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

## Smoking

* The organisation is a smoke free environment.

I agree to the above job description.

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| --- | --- | --- |
| Name: |  | Date: |
| (please print) |  |  |
| Signed: |  |  |

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## Job Description Agreement

*This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the organisation. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the organisation.*

*This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.*