Clinical Coder Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| **Education/Qualifications** | * GCSE Grade 4 to 9 (or Grade C or higher) in English and Maths or equivalent qualifications in these subjects * Medical Terminology Course | * National Clinical Coding Qualification * IT qualification |
| **Experience / Knowledge** | * Clinical coding experience * Knowledge of clinical computer systems, in particular EMIS Web * Knowledge of Docman 10 Software * General Practice/NHS experience |  |
| **Skills /Abilities** | * Good written and verbal communication * Accuracy and attention to detail * Ability to manage a busy and varied workload * Ability to work autonomously with the confidence to make decisions |  |
| **Qualities and Attributes** | * Ability to maintain confidentiality at all times * Able to work independently and as part of a team * Ability to work flexibly, use own initiative and prioritise workload. |  |
| **Personal Qualities** | * Remains calm under pressure and is able to develop appropriate coping mechanisms * Adaptable and flexible approach * Polite and approachable * Recognises own limitations and prepared to ask for help * Punctual , conscientious and reliable |  |