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
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| **Experience / Knowledge** | * Clinical coding experience
* Knowledge of clinical computer systems, in particular EMIS Web
* Knowledge of Docman 10 Software
* General Practice/NHS experience
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| **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
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| **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.
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| **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
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