

Job Description

Clinical Coder

Job Title:	CLINICAL CODER
Responsible to:	Lead Clinical Coder
Responsible for:	N/A
Job Purpose:	<ul style="list-style-type: none"> The practice is moving towards becoming a paper-light environment, and the main responsibilities of the post-holder will be to summarise and read code relevant information from patient's clinical records, hospital correspondence and other sources into the practice computer system, working strictly in accordance with the practice notes summarising and read code protocols.

MAIN DUTIES AND RESPONSIBILITIES	
1.	Reviewing medical records and producing an accurate summary of the patient's medical history, including immunisations, according to current protocol.
2.	Read Coding the information into the practice clinical system, in accordance with QOF and Enhanced Services.
3.	Extraction of necessary data from clinical correspondence and input into electronic patient Record.
4.	Ensure filing is kept up-to-date.
5.	Ensure up-to-date maintenance of computerised filing systems (i.e. patient notes) In an accurate and secure manner.
6.	Keep up to date with current training.
7.	Work safely at all times in accordance with Legislative requirements and Practice Policy and Procedures.
8.	Work across multi sites will be required.
9.	This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

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Date: March 2019



"Trust our family to look after your family"

CLINICAL CODER

Hours: 36.5 hours per week

Hourly Rate: £9.50

Site: 32 Clifton, York

We offer 6 weeks annual leave and enrolment into the NHS Pension Scheme

York Medical Group is a large, inner city practice, serving a population of 44,000 over 8 sites and consider themselves as a forward thinking, innovative and driven team of professionals meeting the demands of patient care. We have a diversified workforce made up of GPs, ANPs, UCPs, Nurses, Assistant Practitioners and Health Care Assistants.

Even though the Covid pandemic has turned our 'normal practice' upside down, we are continuing to plan for the future and are committed to providing a friendly, open and supportive environment where our staff feel valued, safe, appreciated and comfortable with sharing ideas which could improve and diversify our services further.

Following internal movement within the department, we are now looking for a motivated, friendly, clinical coder to join our small team of coders in the move to becoming a paper-light environment. Main responsibilities being to summarise and read code relevant information from patient's clinical records, hospital correspondence and other sources in the practice computer system, working strictly in accordance with the practice protocols. Candidates should be computer literate and have an eye for detail. Full training will be given to the right candidate.

Please see corresponding Job Description and Spec Specification available to download from our web site.

Application forms accepted until the closing date of **31st May 2022**.

Previous applicants need not apply.

Specimen Person Specification – Clinical Coder

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Qualifications	Essential	Desirable
Good standard of general education	✓	
GCSE Mathematics C or above	✓	
GCSE English C or above	✓	
RSA 11 Word Processing/Information Technology		✓
European Computer Driving Licence (ECDL)		✓

Experience	Essential	Desirable
Practice experience of working with others	✓	
Experience of using own initiative	✓	
Experience of working within a General Practice office environment		✓
Practical experience of computerised recording system		✓
Experience of use of Read Codes		✓
Experience of clinical audits		✓

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills	✓	
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Using initiative	✓	
Self-motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
A basic understanding of a General Practice environment		✓
Knowledge of SystmOne Clinical system		✓