

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.	Scanning and process all incoming patient information
5.	Tidy all Lloyd George envelopes received into the Practice ensuring all papers are in date order and neatly filed
6.	Ensure filing is kept up-to-date
7.	Maintaining security in accordance with practice policy
8.	Ensure up-to-date maintenance of both computerised and manual filing systems (i.e. patient notes) In an accurate and secure manner.
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.
10.	Work safely at all times in accordance with Legislative requirements and Practice Policy and Procedures.
11.	Work across multi sites will be required
12.	Keep up to date with current training

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Date: January 2016