

WASHWAY ROAD MEDICAL CENTRE

JOB DESCRIPTION

Job Title:	Clinical Coding Administrator
Responsible to:	Practice Manager
Accountable to:	Practice Manager
Main Purpose of post:	<p>To work with the clinical & admin staff & other PHCT colleagues, as a team, in helping to achieve a good standard of service for our patients.</p> <p>To support the delivery of good quality clinical care by ensuring that incoming information is accurately and relevantly added to the patients' medical records in a timely manner and any information requests are processed in line with Information Governance principles and current data protection policies.</p> <p>To work and behave in a way that supports the practice's ethos "to treat others how we ourselves would wish to be treated and to share our learning with others to sustain good quality patient care".</p>
Special Requirements	<p>Qualification or equivalent experience in clinical coding/medical terminology</p> <p>An understanding, acceptance & adherence to IG & data sharing principles.</p> <p>Accurate and competent keyboard skills.</p> <p>Meticulous attention to detail.</p>

PRINCIPLE RESPONSIBILITIES:

Role specific:	<p>To organise incoming patient records and summarise the relevant manual and electronic information by use of Read/Snomed codes according to practice protocol.</p> <p>To electronically process daily incoming correspondence and Read/Snomed code relevant information to maintain accurate and up-to-date medical records.</p> <p>To assist PHCT colleagues caring for our patients with requests for summary information according to current data sharing policies.</p> <p>To assist in regularly reporting the team's performance against relevant key performance indicators.</p> <p>To assist GPs with clinical care quality audits and the recall of patients for chronic disease management.</p> <p>To assist with medical report preparation for 3rd parties on receipt of the patients' consent, according to practice protocol.</p>
-----------------------	--

- Health & Safety:** Understand and adhere to health and safety regulations, practice procedures & protocols, particularly in relation to:
- Display Screen Equipment
 - Infection control
 - Personal & Practice Security
 - Risk reporting
 -
- Information Governance:** Understand and adhere to all practice procedures & protocols, particularly in relation to:
- Confidentiality
 - Data sharing
 - Safe & accurate storage of medical records
- Personal/Professional Development:** Understand, adhere to and actively participate in all practice procedures and activities, particularly in relation to:
- annual appraisal review including meeting personal and training objectives agreed
 - all induction, training and development opportunities relevant to your role
 - team and practice meetings, relevant to your role
 - demonstrating skills and activities to others who are undertaking similar work.
- General Duties:** Maintain close and effective liaison with colleagues.
- Work effectively with other agencies and PHCT colleagues to meet patients' needs, relevant to your job role.
- Understand & adhere to all practice procedures & protocols relevant to your role.
- Understand and adhere to other statutory regulations that are required of the practice.
- Support the equality, diversity and rights of patients, carers, colleagues and visitors by behaving in a way that recognises and respects others' needs, beliefs, privacy and dignity, according to practice policies, procedures and current legislation.
- Participate in serving refreshments to colleagues; clean & tidy afterwards.
- Undertake additional duties as may from time to time be necessary, commensurate with the post.