

# 7WASHWAY ROAD MEDICAL CENTRE

## PERSON SPECIFICATION

### Post: Clinical coding administrator

Grade: based on AfC equivalent band 4 (2017/18 rate £18786-£22683 pro rata)

Candidates must be able to demonstrate the following:	Essential	Desirable	Appl'n	Interview	Refs
Excellent written and verbal communication skills;	Y				
Good inter-personal skills;	Y				
Good listening skills;	Y				
Clear, legible handwriting;	Y				
Accurate work with good attention to detail;	Y				
Good general education including formal qualifications GCSE grade C/above;	Y	Y			
Evidence of further study/self development within the last 5 years;					
Accurate keyboard skills equivalent to RSA 1	Y	Y			
ECDL qualification;		Y			
Qualification in clinical coding/medical terminology or equivalent experience;	Y				
Previous NHS experience working in an admin/clerical role		Y			
Experience using EMIS Web software;		Y			
An understanding of basic Health & Safety issues;	Y				
Show tact, diplomacy and treat others with sensitivity, empathy and caring;	Y				
Ability to use common sense/be resourceful;	Y				
Ability to work on own initiative;	Y				
Ability to work in a busy environment and prioritise;	Y				
Flexibility in attitude and working patterns;	Y				
Willingness to learn/undertake training as appropriate to the post;	Y				
Express a desire to help others;	Y				
Ability to work willingly as part of a team;	Y				
Understanding of confidentiality issues in general practice;	Y				
Smart and tidy appearance;	Y				
Fit to work in a sedentary position reading information accurately on screen;	Y				
Fit to work occasionally at height and with some manual handling tasks;	Y				
Ability to file manual records accurately and organise printed records;	Y				
Good time-keeping and attendance record;	Y				
Able to work the stated hours.	Y				