

POST:**Clinical Coder (Part-time)**

for Carnoustie Medical Group
Parkview Primary Care Centre
Barry Road
Carnoustie DD7 7RB

ACCOUNTABLE TO:

All Doctors in the Practice

RESPONSIBLE TO:

Group Business Manager

The Clinical Coder (part-time) for this General Medical Practice will be required to competently perform a broad range of administrative and computer based tasks in support of the Practice Doctors, Practice Nurses and the Group Business Manager with minimum supervision, and represent the practice in a professional manner at all times.

JOB SUMMARY:

To accurately summarise and Read Code all registered patient general practice mail and records, entering the appropriate information onto the practice electronic clinical system.

Administration Duties

- Analyse appropriate documents within the patient record, including external sources where appropriate – eg Clinical Portal, and extract significant clinical information to compile a concise summary of events in the patients' medical history. All queries and discrepancies to be clarified with the appropriate healthcare professional
- Encode clinical information accurately and consistently using Read Codes as recognised within the GMS Contract and SCIMP to provide accurate summaries and disease registers
- Summarise and code new patient records within designated timeframes as agreed with the Group Business Manager
- Summarise and code patient records for medical reports which are then passed to the appropriate clinician for completion
- Code letters and documents received daily from clinicians through the Docman document management system
- Code immunisations
- Check and code for firearm certificates and secure Docman documents in relation to Child Protection correspondence
- Make up new patient records

Computer

- Electronic Patient Record Maintenance – Transfer all information collated as above onto the electronic patient record
- Maintenance of the practice electronic Read Code Formulary
- Data Collection in support of clinical audit

In General

- Undertaking all activities which ensure good communications, internal and external to the practice team, in order to promote quality assurance in clinical coding
- Extracting and filing of A4 records when required
- Holiday and Sick Leave Cover
- A high importance is placed on medical terminology, confidentiality and accuracy in all aspects of this post.
- To undertake duties as may be determined from time to time commensurate with the range of activities described above