

Person Specification for Clinical Coder

	Essential	Desirable
Physical Qualities	Good Health; smart professional appearance; able to work flexible shifts for holiday/sick leave cover	
Education	3 standard grades A – C, or equivalent qualifications	Evidence of further education
Training/Skills	Working knowledge of computers within a windows environment Medical Terminology	An understanding of physiology and anatomy
Intelligence	Provide and receive complex information. Able to operate on own initiative but knows when to refer to clinicians.	Able to use judgement to translate cases where procedures/diagnosis are not readily codeable
Special Aptitudes	Excellent communication skills and able to organise work and time effectively	
Disposition	Frequent requirement for prolonged concentration. Willing to respond to a range of challenges; able to use initiative	Able to break down barriers to change
Interests	A mix of social and physical	
Personal Circumstances	Willing to work planned flexible hours	