Clinical coding involves translating medical information from patient records in hospitals into alphanumeric codes. Every NHS hospital in the UK and private healthcare hospitals will have a Clinical Coding Team who are required to meet the NHS Digital Classification Service and World Health Organisation (WHO) requirements. Responsibilities and duties of the role include assessing patient records and notes content, identifying and applying medical terminology terms into code, allocating diagnosis and procedural codes to patient records, extracting information from clinical documentation and assessing relevant health record content, and inputting clinical codes into patient administration systems.

Is this training programme for your business?

This programme is ideal for new and talented employees who want to learn and progress, or for your existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

Course content

- Level 3
- Duration - 18-24 months
- Blended approach to delivery which could include webinars, face-to-face, Skype, telephone and online learning
- Development of the learner's knowledge, skills and behaviour relevant to the job role
- Level 1 and 2 Functional Skills where appropriate
- End-point assessment

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The learner journey

1. **12 months on-programme** – This is when the individual will learn the skills, knowledge and behaviours which will support them for their end-point assessment. The learner could partake in a combination of activities, such as classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits, in order to support their learning and development. Learners must also partake in 20% off-job training.

2. **Gateway** – After the 12 months teaching and learning, you, your training provider and the learner will review the learner’s journey and decide whether it is the right time for the on-programme assessment.

3. **End-Point Assessment** – This is when your learner will need to demonstrate that they have learnt the required knowledge, skills and behaviours, through an on-demand knowledge test, a professional discussion, practical observation and a business project.

What your employees will learn

**Knowledge:**

Foundation knowledge of human anatomy, physiology and medical terminology; deconstructing and understanding medical terms; applying codes to given diagnosis and treatments; rules and conventions of the latest edition of the international statistical classification of diseases and related health problems; purpose and function of the NHS Digital Delen specialist, collaborative and information sharing forum; data protection and security and how this relates to your role; maintaining confidentiality; information governance and information governance toolkit; navigating the NHS Digital Delen website; identifying appropriate and reliable sources of information.

**Skills:**

Assimilating and retaining specialist information; extracting information for coding from a variety of sources both paper-based and electronic; applying correct coding to a range of typical case notes and more complex scenarios; following rules, conventions and standards for clinical coding as defined by NHS Digital Clinical Classification Service and the World Health Organisation; correctly applying the four-step coding process as set on the NHS Digital website when assigning codes for diagnoses and procedures; applying detailed knowledge of medical technology, anatomical and physiological terms to translate patient records into the correct codes; ensure strict confidentiality when handling notes and information, ensure all legal and governance requirements; extract information from clinical documentation and assess relevant health record content; correctly interpret data and ensure all entries are made in an accurate and timely manner.

**Behaviours:**

Agile and flexible - driven to see projects through to completion; a proven self-starter with an adaptable approach to meeting changing work priorities; professionalism and emotional intelligence - reliable, dependable with a collaborative approach that shows empathy for others; a desire to learn and a thirst for knowledge and willingness to learn from mistakes; emotionally mature with the ability to deal with direct exposure to disturbing photographs and case notes that may regard abuse or terminally ill patients; potentially attending hospital wards where you may witness disturbing scenes; adaptive to environment, working in both an office and busy healthcare environment.

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