



## Clinical Coder – Job profile, Specification and Description

### Job Profile

<b>Post</b>	Clinical Coder
<b>Type of Contract</b>	Permanent
<b>Place of work</b>	Hay-on-Wye and Talgarth Medical Centres
<b>Hours</b>	Part-time 24hours over 4 days
<b>Rate of Pay</b>	Negotiable upon experience
<b>Pension Scheme</b>	Staff are entitled (if they wish to do so) to join the NHS superannuation scheme. Their contribution is based on a % of their monthly salary. Full details will be available to the successful candidate.
<b>Annual leave entitlement</b>	5 weeks per year – Holiday year 1 March - 28(29) February.

### **Staff handbook**

A staff handbook is available to all members of staff which contains details of the comprehensive terms and conditions of work.

### **Completed application forms**

Please follow the instructions on the application form.

## **Job Specification**

### **Essential skills and attributes:**

- Excellent written and verbal communication skills
- Strong knowledge of medical terminology
- Excellent attention to detail and accuracy
- Ability to prioritise workload and meet deadlines
- Good IT skills and understanding of clinical systems. Experience of using EMIS Web/Docman preferred

### **Experience:**

- Clinical coding or GP administration is essential

### **Desirable personal competencies include:**

- Professional with a willingness to develop
  - Team player
  - Flexibility
  - Enthusiasm
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## **Job Description**

### **Job Summary**

The purpose of the role is to:

- Accurately summarise and code medical information from medical records and hospital letters into the clinical system.
- Work closely with GPs, nurses and administrative staff to ensure patient records are complete, accurate and to date

### **Duties and Responsibilities**

- Review and analyse clinical documentation to accurately code diagnoses, procedures, treatments and results.
- File clinical correspondence into EMIS Web
- Annotate documents for clinicians and ensure appropriate actions are taken
- Accurately workflow documents via Docman to appropriate team members (e.g., GP, Pharmacists, Nurses, Receptionist) based on practice protocols
- Ensure compliance with coding standards and guidelines
- Liaise with clinicians and colleagues to clarify information and resolve coding discrepancies

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- Update immunisations given outside of practice
- Support the practice in meeting key NHS targets like QIAF through coding optimisation
- Assist in audits and compliance activities related to clinical coding
- Contribute to the continuous improvement of coding processes and documentation practices.
- Undertake general administrative tasks as required

## **Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

## **Health & Safety**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, copy can be obtained from the Practice Manager.

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

## **Equality and Diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation

- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional Development**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual appraisals review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, in accordance with agreed training needs.
- To support other members of staff who are undertaking similar work in learning, demonstrating skills and activities.

### **Quality**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

### **Communication**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

### **Contribution to the Implementation of Services**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.