

*****This weeks' featured apprenticeship standard is a *Clinical Coder******

Title: Clinical Coder

Type: Standard

Level: 3 (Equivalent to A levels at grades A to E)

Typical length: 18 months

Current funding: Up to £5,000 per apprentice.

Qualifications: Apprentices without level 2 English and maths on entry will need to achieve this level prior to taking the end-point assessment (GCSE grades 9 to 4 or A* to C).

Typically apprentices on this standard will learn how to:

1. Assess patient records and notes
2. Identify and apply medical terms into code
3. Allocate diagnosis and procedural codes to patient records
4. Extract information from all types of clinical documentation and assess relevant health record content
5. Input clinical codes onto Patient Administration Systems

Occupational Profile

Clinical coding is the process of translating medical information from patient records in hospitals, into alphanumeric codes. A Clinical Coder will spend time reading medical notes / records and analysing the contents which they then translate into alphanumeric codes that accurately represent the patient's stay. Clinical Coders locate missing information by whatever process necessary including contacting Medical Secretaries or by pulling case notes and requesting diagnoses from clinical staff where appropriate. They input Clinical Codes onto the Patient Administration Systems, action outstanding clinical coding reports as required (including, bringing them to the attention of the appropriate team members, and senior Clinical Coding colleagues and/or manager(s) when necessary), as well as dealing with any queries or taking messages for the staff within the Clinical Coding Department, including data quality issues, bringing to the attention of senior Clinical Coding colleagues and/or manager(s) any problems encountered or any issues, affecting the Clinical Coding.

*****Remember: This standard can be used to employ a new member of staff or for up-skilling existing employees*****

For more information, and to discuss anything related to apprenticeships or Traineeships (including funding and government incentives), please contact Claire Ryan (Apprenticeship Project Manager): claire.ryan@hey.nhs.uk

Or visit <https://www.instituteforapprenticeships.org/apprenticeship-standards/clinical-coder/>

