**JOB DESCRIPTION**

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| **Job Title:** | **Clinical Coding Service Manager** |
| **Reports to:** | **Head of Clinical Coding and Informatics** |
| **Hours** | **37.5 hours per week Monday-Friday** |

**Key Requirements of the Post**

As a Clinical Coding Service Manager, you will support the Head of Clinical Coding and Informatics to provide a high-quality service, including running and improving department operations, planning, and organising staff resource and ensuring key deliverables are achieved.

**Key Tasks**

* To run operationally the Clinical Coding Department, which is based at our Bolton Head Office and responsible for coding all activity undertaken nationwide.
* To ensure the Clinical Coding record adheres to National and Local Standards.
* To be responsible for measuring and reporting coding productivity, both departmentally and by individual coder.
* Ensure that the processes used to gather, collate, and code appointments, procedures and scans are regularly revised to ensure the efficiency of the department.
* To represent SpaMedica on all matters relating to clinical coding, both internally and externally alongside the Head of Coding and Informatics.
* Play an active role in wider understanding of Clinical Coding in other departments and implement improvements that support the delivery of a high-quality Clinical Coding Service.
* To provide support, interpretation, and analysis of coded information for all departments as required.
* To keep abreast of current developments and anticipate upcoming changes to clinical coding and tariff assignment, ensuring that systems and procedures are updated to reflect these.
* To develop and implement a robust audit programme, identifying areas for improvement and benefit.
* Support the Head of Clinical Coding and Informatics to maintain a Recruitment and Retention Strategy for the department.
* Provide authoritative judgement on complex coding issues.
* Counsel and support staff in respect to performance, training, and developmental needs.
* Where staff performance is below the required level to work with the staff member to improve their performance, undertaking any formal or informal action if required, with the support of HR.
* To be responsible for monitoring and managing staff sickness absence, managing absence in line with policy where staff trigger the appropriate level, agreeing return to work plans and liaising with Occupational Health as required, taking formal action if required with the support of HR.
* Managerial Duties as requested

Must Haves:

* ACC accredited
* Clinical Coding Foundation Course/Refresher within the last 3 years
* Experience working in Clinical Coding/with Clinically Coded information
* Conducting and Developing Audits
* Understanding of NHS Dataset Requirements for Clinical Coding
* Managerial Experience
* Coaching and Developing a growing team
* Excellent analytical and numerical skills
* Degree Level (or equivalent experience) in a numerical/data role
* High degree of accuracy and attention to detail, work well under pressure and be able to effectively manage workload
* Able to think logically and problem solve
* Critical thinking skills – think beyond basic reasoning
* Ability to communicate across a multi-disciplinary company.

Nice to Haves:

* External Audit Experience
* Understanding of our PAS system Compucare and/or EPR MediSIGHT