**CHKS** Clinical Coding Auditor

**Job Description**

CHKS continues in supporting our clients as they adapt to a new world in the wake of COVID-19. We are now recruiting for roles which will help our clients to deliver vital services and to resume business wherever possible.

CHKS, part of Capita Healthcare Decisions, are looking to recruit a clinical coding auditor to join their team. The main element to this role will be to undertake audits and maintain coding audit programmes, ensuring ongoing improvements in quality assurance. This will involve working with CHKS Head of Coding, Operational Managers and CHKS clients. Also to lead on external audit requests, managing the complete process. In addition, the auditor would support the team with client coding requirements, which will involve clinical coding at various hospitals along with remote coding at home. This is a home-based role involving travel across England with occasional overnight stays, so being flexible on travel will be required.

**Job Title:**

Clinical Coding Auditor

**Job Description:**

What you will be doing:

* To undertake audits of clinically coded data in line with the NHS Digital’s audit methodology and code of conduct.
* Support the Head of Coding, Operational Managers, and CHKS clients by assisting them with the maintenance of coding programmes to ensure ongoing improvements in quality assurance.
* To lead on external audit requests and manage the complete process
* Produce high quality and precise reports following all audits in a timely way.
* In addition, support the team with client coding requirements, which will involve clinical coding at various hospitals along with remote coding at home.
* To act as an ambassador for CHKS by providing a professional coding service.
* To promote CHKS as an expert and professional coding, audit and consultancy services provider and recognise potential opportunities to obtain further work with clients.

What we’re looking for:

Essential criteria

* NHS Digital Approved Clinical Coding Auditor.
* ACC – Accredited Clinical Coder (National Clinical Coding Qualification (UK)).
* Experience of delivering clinical coding audits to a high quality and tight deadlines.
* Extensive knowledge of ICD10 and OPCS4 coding classifications and National Standards.
* Excellent understanding of medical terminology, anatomy, and physiology.
* Knowledge of HRGs and the impact of clinical coding on these.
* Good presentational and report writing skills.
* Knowledge of Data Security and Protection Toolkitand Patient Confidentiality requirements.
* Strong Communication and motivational skills, including the ability to work with groups of staff at all levels within an organisation, both remotely and on site.
* The willingness to travel throughout the UK.

**About Capita Healthcare Decisions**

At Healthcare Decisions, we’re transforming healthcare to create sustainable health services for tomorrow. Our decision support software and programmes enable public and private healthcare providers and insurers to make better decisions for their customers. As part of our team you’ll help to empower people to take control of their own health and wellbeing.

**What’s in it for you?**

* A competitive basic salary
* 23 days’ holiday (rising to 27 after 2 years) with the opportunity to buy extra leave
* The opportunity to take a paid day out of the office, volunteering for our charity partners or a cause of your choice
* Company matched pension, life assurance, a cycle2work scheme, 15 weeks’ fully paid maternity, adoption and shared parental leave, paternity pay of two weeks…and plenty more
* Voluntary benefits designed to suit your lifestyle – from discounts on retail and socialising, to health & wellbeing, travel and technology
* Access to our Employee Network Groups, which represent every strand of diversity and allow colleagues to connect and learn from each other on an open, inclusive platform

You’ll get the chance to follow your chosen career path anywhere in Capita. You’ll be joining a network of 63,000 experienced, innovative and dedicated individuals across multiple disciplines and sectors. There are countless opportunities to learn new skills and develop in your career, and we’ll provide the support you need to do just that. Our purpose is to create a better outcome for you.