

D&A

CLINICAL CODING

Auditing

Training

Coding

Consultancy

Clinical Coding Training Course Prospectus

For all your Clinical Coding requirements
Training, Auditing, Coding & Consultancy
A personalised service

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Introduction

High quality data is crucial for informing strategic and local decisions for capacity and service planning as well as understanding clinical performance and outcomes. Equally, accurate payments made under Payment by Results are dependent on high quality data with this in mind D & A provides a very comprehensive Clinical Coding Training Service, to assist you in improving performance and ensuring accurate revenue.

In order to achieve Level 3 for Information Governance requirement 510, a Trust must provide a training programme for Clinical Coders, ensuring that the courses are comprehensive and conform to National Standards. Clinical Coders must also attend clinical coding specialty and update training workshops when classification revisions require.

We offer a full range of Training Courses and Specialty Workshops using Clinical Classification Service approved materials and also our own Specialty Based courses which conform to National Standards and support continuous professional development for all Clinical Coders.

Courses can be tailored to suit individual Trusts needs and all course materials are provided, with the exception of the current ICD Volumes 1, 2 and 3 and OPCS Tabular and Index.

In this prospectus you will find details of all the training courses and workshops currently available through D&A Clinical Coding Consultancy, which include all Clinical Classification Service training courses and D&A Specialty workshops. We can also develop and deliver bespoke workshops to suit your requirements.

All of our courses and workshops are delivered by Clinical Classification Service Experienced Approved Clinical Coding Trainers. Approved Clinical Coding Trainers have taken the National Clinical Coding Qualification (UK) and have gained Accredited Clinical Coder (ACC) status and have completed the Clinical Classification Service Clinical Coding Trainer Programme. As part of this, they have successfully completed and been awarded the Training Foundation's Certificate in Training Delivery Skills under the Trainer Assessment Programme (TAP).

Contact Us

For more information regarding any of the courses and workshops in this prospectus or bespoke courses please contact us on the details below

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CCS Clinical Coding Standards Course

Introduction

A 21 day course of classroom-based training developed and updated by the Clinical Classifications Service. The course is divided into four modules delivered over a three month period and provides formal training in the use of the classifications ICD-10 and OPCS-4 mandated within the NHS. The course aims to provide the novice coder with a thorough grounding in the theory of classifications as well as opportunities to develop practice skills in clinical coding. In-between modules the delegate has the opportunity to gain experience of understanding case note format and locally used coding systems back in their workplace.

Learning Outcomes

At the end of this course delegates will be able to:

- Understand the uses and importance of coded clinical data for local purposes
- Appreciate the wider uses of coded clinical data for healthcare planning, reimbursement (Payment by Results), management of services, statistical analysis and research
- Appreciate the use of coded clinical data as part of the electronic health record within the NHS Care Records Service
- Understand the structure and principles of the ICD-10 and OPCS-4 classifications currently mandated in the NHS
- Understand and apply the rules and conventions of each classification
- Understand clinical coding methodology and consistently apply the four step coding process for both ICD-10 and OPCS-4
- Understand the national definition of a primary diagnosis and consistently apply this when assigning ICD-10 codes
- Accurately identify and assign the correct primary diagnosis and co-morbidities for a range of typical case note scenarios
- Understand the national intervention definition and selection of main procedure and consistently apply this when assigning OPCS-4 codes
- Accurately identify and assign the correct primary and secondary procedures to a range of typical case note scenarios
- Understand diseases and operations through the study of basic anatomy, physiology and medical terminology typically described in case notes
- Develop the confidence required to code case notes back in the workplace through participation in a number of interactive reinforcement activities.

Benefits to the Delegate and Employer

- Provision of an optimal learning environment
- An understanding of the role and importance of clinical coding within their working environment and in particular the impact of Payment by Results
- Receive instruction compliant with national standards set by the Clinical Classifications Service
- Provision of national standard training materials
- Modular assessments and end of course report provided to delegate and line manager to be used as a baseline for delegate's future development plan
- Access to a highly experienced and skilled Clinical Classifications Service Approved Clinical Coding Trainer
- Opportunity to network with novice Clinical Coders from other organisations
- Contributes towards studying for the National Clinical Coding Qualification (UK)

Course Materials

Each delegate receives:

- Clinical Classifications Service ICD-10 Clinical Coding Instruction Manual
- Clinical Classifications Service OPCS-4 Clinical Coding Instruction Manual
- Clinical Classifications Service Basic Anatomy and Physiology Instruction Manual
- Clinical Classifications Service ICD-10 and OPCS-4 Question and Answer Books
- Delegate Course Folder including exercise and information handouts
- End of module assessment results and an informal report to delegate and line manager at the end of the course
- Clinical Classifications Service Certificate of completion of course

Course Timings

Tuition time is 9:00am – 4:30pm

CCS Clinical Coding Refresher Course

Introduction

A 4 day course of classroom-based training developed and updated by the Clinical Classifications Service. The course aims to consolidate both the practical coding skills and theoretical knowledge of the experienced clinical coder through a number of assessment based exercises and interactive activities.

This course is also highly recommended for anyone sitting the examinations to achieve the National Clinical Coding Qualification (UK).

The Clinical Classifications Service recommends that Clinical Coders attend a Refresher Course every three years to maintain and update their practical coding skills and theoretical knowledge.

Learning Outcomes

At the end of this course delegates will be able to:

- Understand and describe the role and importance of coded clinical data at local, national and international levels
- Understand the quality criteria of data: accuracy, consistency, completeness, timeliness and its role within Payment by Results
- Update their knowledge on national standards and guidance since basic training to ensure compliance with national clinical coding standards
- Refresh and consolidate existing practical coding skills and four step coding process for ICD-10 and OPCS-4
- Refresh and consolidate existing theoretical coding knowledge for ICD-10 and OPCS-4
- Apply this knowledge to consistently and accurately identify the correct codes for a range of typical case note and more complex scenarios
- Increase self-confidence through participation in a number of interactive reinforcement activities
- Monitor their progress through the ongoing assessment which features as part of this course

Benefits to the Delegate and Employer

- Provision of an optimal learning environment
- Provides an opportunity to enhance delegates' knowledge in all aspects of clinical coding
- Adds value to the delegate and their employing organisation by ensuring compliance with current national clinical coding standards
- Provision of national standard training materials
- Access to highly experienced and skilled Clinical Classifications Service Approved Clinical Coding Trainers (regularly assessed to ensure continued high quality delivery)
- Opportunity to network with experienced Clinical Coders from other organisations
- Supports delegate and employers commitment to Continued Professional Development
- Contributes towards studying for the National Clinical Coding Qualification (UK)
- Assessments and end of course report provided to delegate and line manager as a baseline for delegate's future development plan

Course Materials

Each delegate receives:

- Delegate Course Folder containing a Workbook and several handouts
- Clinical Classifications Service ICD-10 and OPCS-4 Question and Answer Books
- A copy of certain exercise scores from the 4 day course and an informal progress report will be sent to delegates and their line managers at the end of the course
- Clinical Classifications Service Certificate of completion of course

Course Timings

Tuition time is 9:30am – 4:00pm

D & A Specialty Workshops

D & A Specialty Workshops provide in-depth training with detailed descriptions of diagnoses and procedures, enabling Clinical Coders to further develop their knowledge and understanding of the disease, operations and terminology associated with each specialty. There are no formal assessments instead delegates work through a range of exercises, quizzes and interactive reinforcement activities. The workshops incorporate National Standards, international rules and conventions and details best practice in Clinical Coding.

Learning Outcomes

At the end of the workshop delegates will be able to:

- Accurately comply with national standards, rules, conventions and best practice pertaining to the specialty
- Understand more complex areas of case note extraction including:
 - Definitions
 - Terminology
- Understand and apply coding principles

Benefits to the Delegate and Employer

- Provision of an optimal learning environment
- Development of a greater understanding and knowledge about specialty processes and terminology
- Ability to understand and accurately code complex specialty scenarios
- Access to a highly skilled CCS Approved Experienced Clinical Coding Trainer
- Opportunity to network with other experienced Clinical Coders
- Contributes towards studying for the National Clinical Coding Qualification (UK)

Reference Materials

Each delegate must supply their own reference books for use during the courses:

- World Health Organisation's International Statistical Classification of Disease and Related Health Problems Tenth Revision – Volumes 1, 2 (1992) and 3 (Reprinted with corrections and updates 2000, Geneva, WHO). NB: please be aware that the ICD-10 2nd Edition is not mandated for use within the NHS
- OPCS Classification of Surgical Operations and Procedures Fourth Revision, OPCS-4., Tabular List (Volume I) and Alphabetical Index (Volume II)
- Current version of OPCS-4.- Chemotherapy Regimens and High Cost Drugs
- Medical Dictionary

Course Materials

- Delegate Handbook, all exercises and handouts.
- Certificate of completion of course

Course Timings

Tuition time is 9:30am – 3.45pm

We have the following Specialty workshops available:

Circulatory and Vascular Workshop

Course Content

A two day workshop.

This workshop can be split into two separate courses of one day Circulatory and one day Vascular.

A & P	Cardiac Bypasses
Hypertension	Valve operations
Ischaemic Heart Disease	Angioplasty
Cardiac Arrhythmias	Varicose Veins
Septal Defects	Haemorrhoids
Peripheral Vascular Disease	Artery Bypasses
Pacemakers	Stent Grafts
Cerebrovascular Diseases	Sclerotherapy
Aneurysms	

Ear Nose & Throat (ENT) Workshop

Course Content

A one day workshop including Maxillofacial

A & P covering Ear, Nose and Throat

Ear

Cholesteatoma	Hearing aids
Perforated tympanic membrane	Otitis media
Hearing loss	Grommets

Nose

Polyyps	FENS
Deviated nasal septum	FESS
Nasal fractures	Septoplasty

Throat

Tonsillitis	Thyroidectomy
Uvulopalatopharyngoplasty	Tumours
Goitres	Neck dissections

Endoscopy Workshop

Course Content

A one day workshop.

A & P Gastrointestinal Tract	A & P Liver & Biliary Tract
Bronchoscopy	Laryngoscopy
PEG	Colonoscopy
A & P Respiratory Tract	Endoscopic Ultrasound
Sigmoidoscopy	Pharyngoscopy
ERCP	Virtual Endoscopes

External Cause Workshop

Course Content

A one day workshop.

The workshop expands on the uses of external cause codes both within and outside the NHS. It also takes coders through the ICD rules and conventions related to this area.

Collection and use of external cause codes

Rules and conventions within ICD-10 Chapter XX

General Surgery Workshop

Course Content

A one day workshop

Abdominal Anatomy

Cholecystitis

Stomas

Gastric Bypasses

Breast Surgery

Appendicitis

Anastomosis

Bowel Resections

Gastric Banding

Breast Reconstructions

Hernias

Colonoscopes

Pouches

Rectal Prolapses

Gynaecology Workshop

Course Content

A one day workshop

Abortions

Ovarian Diseases

Endometriosis

Uterine prolapse

Dysplasia

Fibroids

Menorrhagia

Pelvic Inflammatory Disease

Hand & Foot Surgery Workshop

Course Content

A one day workshop

A & P Hand & Foot

Ganglion

Carpal tunnel

Dupuytren's

Tennis Elbow

Trigger Finger

Rheumatoid Arthritis

Bunions

Hallux Rigidus

Morton's Neuroma

Toe Deformities

Ingrown Toe Nails

Flatfoot Correction

Ankle Replacement

Metatarsalgia

Interventional Radiology Workshop

Course Content

A one day workshop

Percutaneous Radiofrequency Ablation	Ultrasounds
MRI scans	Haemorrhoidal Artery Ligation Operation (HALO)
Percutaneous Coronary Intervention (PCI)	Endovenous Ablation Varicose Veins
CT scans	Transjugular Intrahepatic Portosystemic Shunt
Transluminal Stent Graft for Aneurysmal aorta	Percutaneous Transluminal Cardiac Ablation

Mother & Baby Workshop

Course Content

A two day workshop

A & P Female	Obstructed Labour
Development of a Fetus	Fetal Distress
Hypertension in Pregnancy	Breech Deliveries
Diabetes	Forceps Deliveries
Subluxtion Symphysis	Perinatal Conditions
Pubis	Jaundice
Fetal Presentations	Group B Streptococcus
Placental Disorders	Obstructed Labour

Neoplasm Workshop

Course Content

A two day workshop.

This course can be split into a one day course covering Radiotherapy & Chemotherapy only

What is a neoplasm?	Neoplasms by site
Types of neoplasms	Radiotherapy
Staging	Chemotherapy

Neurosurgery Workshop

Course Content

A one day workshop

A & P of the Brain	Schwanoma
Alzheimers	Hydrocephalus
Cerebral Palsy	Cerebral shunts
Epilepsy	Cerebral Aneurysms
Huntingtons	Arteriovenous Malformations
Multiple Sclerosis	Coiling
Spina Bifida	Traumatic Brain Injuries
Parkinsons	Brain Stimulation
Menigioma	Craniotomy
Glioma	Stereotactic Surgery

Ophthalmology Workshop

Course Content

A one day workshop

Structure of the eye	Ptosis
Cataracts	Squints
Vein & Artery Occlusion	Laser Surgery
Diabetic Eye Diseases	Lens Surgery
Glaucoma	Trabeculectomy
Macular Degeneration	Vitrectomy

Pain Relief Workshop

Course Content

A one day workshop

What is pain management?	Procedures performed
Anatomy	

Plastics Workshop

Course Content

A two day workshop

Anatomy of the Skin	Cleft Lip/Palate
Reconstructive Surgery	Abdominoplasty
Scars	Eyelid Reconstructions
Skin Grafts	Breast Reconstructions
Skin Flaps	Pinnaplasty
Burns	

Respiratory Workshop

Course Content

A one day workshop

A & P of the lungs	Obstructive Apnoea
Pneumonia	TB
COPD	Lung Cancer
Bronchitis	CPAP
Emphysema	Pleurodesis
Asthma	Sleep Studies
Pleural Effusion	ECMO
Pneumothorax	Perinatal Respiratory Conditions
Cystic Fibrosis	

Spinal Workshop

Course Content

A one day workshop

A & P of the spine	Decompression
Dorsopathies	Laminectomy
Cerebral Palsy	Discectomy
Scoliosis	Fusions
Spinal Stenosis	Injections
Myelopathy	Spinal Injuries
Radiculopathy	Decompression
Spina Bifida	

Trauma & Orthopaedics Workshop

Course Content

A two day workshop

Bones of the body	ACL Reconstruction
Rheumatoid Arthritis	Bunions
Joint Disorders	Joint Replacements
Foot Deformities	Joint Resurfacing
Dorsopathies	SAD
Soft Tissue Disorders	Fixators
Arthroscopes	Reductions

Urology & Renal Workshop

Course Content

A two day workshop.

This workshop can be split into two separate courses of one day Urology and one day Renal.

Urinary System	TURP
Urinary Incontinence	Botox use
Cystoscopy	Prostatectomy
Cystectomy	Kidney Transplants
The Prostate	Renal Scans
Male Reproductive System	Renal System
Urodynamics	Renal Dialysis
Bladder Reconstructions	

Mental Health Clinical Coding Training

Mental Health Foundation Course

The Mental Health Foundation Course is a 3 day course for novice coders working in Mental Health providing training in the use of ICD-10 and OPCS-4 classifications.

Mental Health Refresher Course

A one day course of classroom-based training developed and updated by D & A. The course covers Chapter V and other relative chapters of ICD-10.

Training for Clinicians

We understand that many Mental Health Trusts do not employ dedicated Clinical Coders. Clinical coding is often undertaken by Mental Health Clinicians.

Clinicians who undertake clinical coding need training to understand the rules and conventions and requirements of recording both ICD-10 and OPCS-4 codes for submission to the Mental Health Minimum Dataset (MHMDS). This is important because, whilst clinicians are fully trained and experienced in the clinical aspects of documenting a patient's episode of care, they may be unaware of some of the information that is needed for coding purposes, for example, the importance of recording both primary and secondary diagnoses and procedures.

In order to ensure that Clinicians coding mental health episode of care are conversant with the main key learning points associated with national clinical coding standards we can provide a 1 day clinical coding course:

The training consists of the following:

- ICD-10 Four Step Coding Process
- Primary Diagnosis Definition
- Essential Pointers which covers co-morbidity coding
- ICD-10 Chapter V
- ICD-10 Chapter XX
- ECT and Rehabilitation coding in OPCS-4

Clinical Coding Awareness Sessions

We also offer Clinical Coding Awareness Sessions; these are two hour seminars which provide an overview of the basics of clinical coding.

To ensure your data accurately reflects the work you do, our Clinical Coding awareness sessions provide all the information you need.

Other Training Workshops available

Examination Workshop

A three day course of classroom-based training developed by D&A, generally delivered over a six month period to support delegates currently studying for the National Clinical Coding Qualification (UK). The workshop provides advice on study techniques, refreshes basic clinical coding practical skills and theoretical knowledge including basic anatomy and physiology. The workshop also contains a mock examination.

Co morbidity and Symptoms Workshop

A one day workshop of classroom-based training developed and updated by D & A. The workshop covers co morbidity and symptoms coding.

Rehabilitation Workshop

A one day workshop of classroom-based training developed and updated by D & A. The workshop covers ICD and OPCs standards for rehabilitation coding.

Report Writing Course

A one day course designed and updated by D & A enabling delegates to write Clinical Coding reports and providing evidence for Clinical Coders to attend the CCS audit training.

Awareness Sessions

To familiarise Clinicians, Managers, Audit and information staff with the importance of Clinical Coding and Payment by Results.

Data Extraction

A day dedicated to data extraction from hospital case notes, including discussions of findings and covering relevant standards, ensuring complete and accurate coding for the Trust.

CCS Specialty Courses

If required we can also provide the CCS Specialty Workshops – Orthopaedics, Obstetric and Perinatal, Circulatory and Vascular and NCCQ (UK) Revision Workshop.

Bespoke Workshops

We can develop Bespoke Clinical Coding Workshops to meet your individual requirements.

Mentoring

Our experienced Trainers are able to offer mentoring to suit individual needs, this includes trainees who have just completed their Standards training and Clinical Coders who wish to take the National Clinical Coding Qualification (UK).

Coming soon.....

General Medicine Workshop

If you would like to discuss your training options please contact us on the details below.

Contact us:

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