

National Clinical Coding Training Handbook – Guidance for managers and clinical coders

2022-23

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1 Introduction

The Terminology and Classifications Delivery Service within NHS Digital produces the NHS core curriculum clinical coding modular training and eLearning courses to ensure NHS clinical coders have the essential coding skills and knowledge to consistently apply the classifications, coding rules and standards for NHS Information Standards:

- ICD-10 – a World Health Organisation (WHO) global standard for diagnostic health information
- OPCS-4 – a UK classification for hospital health interventions and procedures.

We have designed these modular courses or eLearning to integrate with day-to-day practice and experience of an NHS clinical coder (referred to as ‘student throughout the sections in this document) in the workplace. These are aimed at an individual that has been employed as an NHS clinical coder for between one-six months.

The training materials are cascaded to NHS Digital approved clinical coding trainers to ensure our courses are delivered consistently and to a high standard.

The national clinical coding training courses/programmes and eLearning support organisations by ensuring the availability of the necessary training to promote highly qualified and skilled staff.

This guidance is intended for an NHS / Independent Sector Treatment Centre (ISTC) clinical coding manager or clinical coder to understand the national core curriculum courses available depending on the clinical coder’s level of knowledge and experience, and course prerequisites and commitment to ensure the best match between the individual and training available.

Parts of the guidance are also applicable to a clinical coder who has previously passed the Clinical Coding Standards Course and is working as a contractor.

1.1 Audience

Trainee clinical coders recently employed in NHS coding departments / Independent Sector Treatment Centres who need to develop the required skills and knowledge to apply national clinical coding standards for the ICD-10 and OPCS-4 classifications.

Experienced and accredited clinical coders, including those working as independent contractors / for commercial clinical coding companies, needing to refresh and further develop their existing skills and knowledge to apply national clinical coding standards for the ICD-10 and OPCS-4 classifications.

Clinical coders who will be sitting the NCCQ (UK) examination who need to:

- understand the requirements and the framework for passing the exam
- refresh their skills and knowledge in applying national clinical coding standards for the ICD-10 and OPCS-4 classifications
- gain a basic understanding of the uses, benefits and structure of SNOMED CT and the differences between a Classification and SNOMED CT

- increase their knowledge of coding audit and wider coding areas on which the questions in the miscellaneous section of the paper are based.
- Line managers to understand the level of ongoing commitment required by the individual, the line manager and the organisation to provide the necessary support for staff seeking to become accredited clinical coders in the department to ensure robust data quality.

1.2 Courses/eLearning

When organising or delivering local courses, the approved clinical coding trainer must ensure that students meet the application requirements for the course. A 'National Clinical Coding Training Course Application Form' has been developed for use from 1 April 2022, primarily with the intention of being issued to students who are external to the approved trainer's organisation so that they can ensure their ability to meet the application requirements for a particular national clinical coding training course.

The core national courses/eLearning are:

Basic Introduction to Clinical Coding – Modules 1 and 2

Basic Anatomy and Physiology eLearning – all modules

Four Step Coding Process – ICD-10 – all modules

(The above are available to NHS and Independent Sector Treatment Centre employees and hosted on the Digital Learning Solutions platform and accessible via [Delen](#)). [These are also made available to](#) experienced and accredited clinical coders, including those working as independent contractors / for commercial clinical coding companies.

Clinical Coding Standards Course (CCSC)

Clinical Coding Standards Refresher Course (CCSRC)

Mental Health Clinical Coding Standards Course (MHCCSC)

Mental Health Clinical Coding Standards Refresher Course (MHCCSRC)

Other, non-mandatory, national training courses available to support clinical coders are:

NCCQ (UK) Revision Programme

Introduction to Classifications (ITC)

The following details of each course/programme provide the reader with a thorough understanding of:

- Pre-requisite skills, knowledge and experience
- Content and format (pre-course, course, post-course)
- Benefits of national clinical coding training
- Student and line manager roles and responsibilities
- Ongoing requirements and Continued Professional Development (CPD) to maintain clinical coding skills and work towards Accredited Clinical Coder (ACC) status.

The content and format of the CCSC, CCSRC, NCCQ (UK) Revision Programme, ITC, MHCCSC and MHCCSRC materials are developed in collaboration with approved clinical coding trainers through the Clinical Coding Trainer Sub-Groups.

1.3 Benefits

1.3.1 Benefits to the student

- Provides an optimal learning environment
- Gives access to highly experienced and skilled Terminology and Classifications Delivery Service Approved Clinical Coding Trainers
- Provides understanding of the correct application of the national clinical coding training standards for both ICD-10 and OPCS-4
- Develops student confidence to accurately code when back in the workplace, through practical activities and assessments throughout the course
- Gives a greater understanding of the role and importance of clinical coding within the student's working environment
- Supports an ongoing record of continued professional development through regular ongoing training
- Can provide an opportunity to network with clinical coders from other organisations.

1.3.2 Benefits to the organisation

- Set of rigorous objectives that students are assessed against to support competence and confidence when back in the workplace
- Classroom/online delivery by a learner-focused approved clinical coding trainer who can deliver formal clinical coding training that complies with the NHS Digital's Approved Clinical Coding Trainer Framework and is engaging to all trainee clinical coders*
- Delivery by a skilled approved clinical coding trainer who understands the need for accurate, high quality coded clinical data to support healthcare planning, reimbursement, management of services, statistical analysis and research
- Increased effectiveness of formal training events and of learning transferred to the workplace through ongoing online evaluation
- The opportunity to deliver a more cost-efficient in-house clinical coding training programme to satisfy internal data quality, [Data Security and Protection Toolkit](#) requirements and other NHS regulatory body requirements.

*Due to the fact that the CCSC is a trainee clinical coder's introduction to complex national clinical coding standards and covers a large range of topics, it is recommended that, where possible, the course is attended in a face-to-face, classroom setting.

2 Booking a place on a national clinical coding training course

Any of the national clinical coding training courses detailed in this document can be arranged/booked through one of the following options:

1. An in-house NHS Digital approved apprentice or experienced clinical coding trainer within your own department
2. A NHS Digital approved apprentice or experienced clinical coding trainer based within a neighbouring / other Trust
3. A commercial / independent NHS Digital approved apprentice or experienced clinical coding trainer.

NB: A register of approved clinical coding trainers who have given their permission for us to publish their details is available on [Delen](#)

Confirmation of a trainer's 'approved' status for those trainers whose names do not appear on the list can be obtained by emailing information.standards@nhs.net. We also maintain a register of those approved clinical coding trainers who have our permission to deliver national training remotely. Details can be provided by emailing information.standards@nhs.net.

NHS Digital approved trainers are also allowed to use an approved trainer 'accreditation mark' alongside their name, so please look out for this when organising training through third parties.

It will look like this:



Training programme costs will vary depending on the chosen option and fees are available directly from the training provider, and not the Terminology and Classifications Delivery Service.

3 Clinical Coding Standards Course

3.1 Pre-requisite skills, knowledge, experience and attendance criteria

The CCSC pre-requisite criteria ensure that an applicant has the base skills and knowledge required to become a clinical coder.

The CCSC is only available to staff already employed as a trainee clinical coder in an NHS Trust (including a Mental Health Trust) or an independent sector treatment centre (ISTC) which treats, and codes consultant episodes for, NHS patients. **Anyone not employed as a clinical coder is not eligible to attend the CCSC.** Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

It is essential therefore, that applicants fulfil **all** the following criteria **prior** to attending the CCSC:

1. Have been employed as a clinical coder for between one-six months. Ideally, the trainee clinical coder will have been working within the department for a minimum of six weeks before attending the course
2. Have a personal commitment to continued professional development including completion of assessment-based learning in a variety of formats, e.g. classroom-led learning, eLearning, self-learning, and online training / webinars
3. Have a structured training plan in place agreed with their line manager detailing the time and resources available to complete all mandatory elements before, during and after the course, as necessary
4. Have completed the following two mandatory eLearning courses prior to attendance on the classroom CCSC
 - o Basic Anatomy and Physiology eLearning – all modules (*Provides certificate / screen print from End of Course Assessment*)
 - o Basic Introduction to Clinical Coding – Modules 1 and 2 (*Provides certificate / screen print from End of Module Tests*).
5. Have all the necessary up-to-date classifications books, reference books/manuals and Chemotherapy Regimens List to bring with them to the classroom course either in hard copy or electronic formats.

IMPORTANT INFORMATION:

Criteria 4 – Will be evidenced by provision of certificates.

Criteria 5 – The CCSC course trainer will email a Clinical Coding Reference Book/Manual Download Confirmation Form template to the line manager before the course starts so that the manager can confirm that their coder(s) has copies of all the necessary products for use during the classroom-based course either in hard copy or electronic formats.

It is important that the applicant and line manager work together to ensure the applicant meets all the criteria listed above.

3.2 Clinical Coding Standards Course Details

Course students and their line managers need to be aware of all the following content prior to booking on to a course.

3.2.1 Course Overview

The Clinical Coding Standards Course (CCSC) is a mandatory 21-25 day course designed to support individuals already employed as trainee clinical coders by providing them with an overview of the clinical coding profession in general and all national clinical coding standards. It should never be attended/offered as a means of guaranteeing a job in the clinical coding profession. The CCSC should be supplemented by ‘on the job’ learning and a structured training plan within a clinical coding department. Completion of the CCSC is just the beginning of a clinical coder’s professional journey.

3.2.1.1 Mandatory pre-course eLearning

As referenced in Section 3.1, students must complete the following two mandatory eLearning courses before attending the CCSC:

- Basic Anatomy and Physiology eLearning – all modules
- Basic Introduction to Clinical Coding – Modules 1 and 2

These eLearning courses are hosted on the Digital Learning Solutions platform and are accessible via the [Classifications eLearning page](#) on [Delen](#).

Students must read the relevant guidance document prior to attempting to access the eLearning hosted on the Digital Learning Solutions platform. This document clearly explains the need to select “**NHS Digital Terminology and Classifications Delivery Service**” from the list of options at the “Centre” field when prompted to “Select your centre / organisation”. If they select their own organisation, they will not be able to access our materials.

There are 11 modules within the Basic Anatomy and Physiology eLearning package that the trainee coder must complete, including all the end of module and overall assessments. Estimated time to complete this package is approximately four hours. A copy of the student’s overall assessment results must be made available to the CCSC trainer prior to attending the classroom course. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

There are two modules within the ‘Basic Introduction to Clinical Coding’ eLearning package, both of which require the student to complete a workbook requiring sign-off by their line manager. Each workbook contains several activities. Some activities are to be done at the student’s desk using the internet and other resources; some they need to find out information from within their organisation. The workbooks must be complete and taken with the student to the first day of their Clinical Coding Standards Course; their trainer will ask to see these. A copy of the student’s test results from each module must be made available to the CCSC trainer prior to attending the classroom course. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

3.2.1.2 Course modules and objectives

This practical assessment-based course teaches recently appointed trainee clinical coders how to use their classification books and follow the four step coding process to ensure correct application of ICD-10 and OPCS-4 national clinical coding standards and facilitate accurate coded clinical data.

This course is delivered across four modules in ***no less than 21 days and no more than 25 days***. The exact course length must be agreed in advance between the Approved Clinical Coding Trainer and the student's line manager depending on the needs of the student / organisation. **NB: The original plan to change the course duration to a minimum of 22 days from 1 April 2021 with the introduction of the mandatory one-day pre CCSC 'Introduction to Classifications' one day classroom module remains on hold** (refer to Section 7 for more information).

The four modules cover:

Module 1: Organisation and structure of ICD-10 and OPCS-4

Four Step Coding Process for ICD-10 and OPCS-4

Essential Coding Pointers

Several ICD-10 and OPCS-4 coding standards (general, chapter and coding)

Self-Learning Workbook Exercises*

Recap Exercise

Post Module written Assessment (practical and theory papers)

By the end of Module 1 students will be able to:

- **Accurately assign ICD-10 5th Edition and OPCS-4 codes to at least 80% of questions on the Post Module 1 Practical Assessment Paper**
- **Correctly write down the answers to at least 80% of the questions on the Post Module 1 Theory Assessment Paper**

Module 2: Several ICD-10 and OPCS-4 coding standards (general, chapter and coding)

Case Studies

Self-Learning Workbook Exercises*

Recap Exercise

Post Module written Assessment (practical and theory sections)

By the end of Module 2 students will be able to:

- **Score at least 85% by selecting the correct options for multiple choice questions and writing the correct answers to the case study questions in the Theory elements of the Post Module 2 Assessment Paper**
- **Accurately assign ICD-10 5th Edition and OPCS-4 codes to at least 85% of questions in the Practical sections of the Post Module 2 Assessment Paper**

Module 3: Several ICD-10 and OPCS-4 coding standards (general, chapter and coding)

Case Studies

Self-Learning Workbook Exercises*

Recap Exercise

Post Module written Assessment (practical and theory sections)

By the end of Module 3 students will be able to:

- **Score at least 85% by selecting the correct options for multiple choice questions and writing the correct answers to the case study questions in the Theory elements of the Post Module 3 Assessment Paper**
- **Accurately assign ICD-10 5th Edition and OPCS-4 codes to at least 85% of questions in the Practical sections of the Post Module 3 Assessment Paper**

Module 4: Several ICD-10 and OPCS-4 coding standards (general, chapter and coding)

Case Studies

Self-Learning Workbook Exercises*

Recap Exercise

Data Extraction

Post Module written Assessment (practical and theory sections)

End of Course Assessment

By the end of Module 4 students will be able to:

- **Score at least 85% by selecting the correct options for multiple choice questions and writing the correct answers to the case study questions in the Theory elements of the Post Module 4 Assessment Paper**
- **Accurately assign ICD-10 5th Edition and OPCS-4 codes to at least 85% of questions in the Practical sections of the Post Module 4 Assessment Paper**

By the end of the Clinical Coding Standards Course, students will be able to:

- **Score at least 85% by selecting the correct options for the given multiple choice and missing words questions and writing the correct answers to the case study questions in the Theory elements of the End of Course Assessment Paper**
- **Accurately assign ICD-10 5th Edition and OPCS-4 codes to at least 85% in the Practical Case Study section of the End of Course Assessment Paper**

The content of Modules 2 and 3 and the ICD-10 and OPCS-4 chapters element of Module 4 can be delivered in any order. The timing of the modules is open for discussion between the course trainer and the coding manager and can be structured in whichever way will be most beneficial to the students, e.g. modules can be broken up into smaller blocks of two-three days at a time, one module each month for four consecutive months, four modules delivered over eight weeks with a week's gap in-between modules, etc.

Students and line managers need to be aware in advance what the course and module objectives are so that they understand the time and effort required to meet the objectives. Students are required to:

- Complete a number of exercises in their Self-Learning Workbook throughout the course and in-between modules, if this option is agreed between the course trainer and clinical coding manager
- Successfully complete written theory and practical assessments at the end of each module and an overall course assessment
- Successfully complete any Interim Attendance Development Plans when a student is unable to attend any part (i.e. session, day or module) of the course for whatever reason(s)
- Successfully complete any Development Plan Agreements within agreed timescales where an individual does not meet any of the module and/or course objectives.

Where Development Plan Agreements are required, the trainer, the student and the student's line manager must agree on the appropriate course of action, timeframes, how the Development Plan will be checked and by whom.

The student will *only* receive a Certificate of Successful Completion when they fully evidence that they have met **all** the module and course objectives for the Clinical Coding Standards Course. Certificates will therefore only be issued on successful completion of Development Plans where these are required.

*The Self-Learning Workbook forms part of the Terminology and Classifications Delivery Service Clinical Coding Standards Course (CCSC) materials. It is available in both the current CCSC national training materials and on the [Clinical Coding Managers Workspace](#) for **optional** use in the following two circumstances:

1. Supplied by the course trainer to those CCSC students who wish to learn more about various diagnoses and procedures/interventions in-between course modules to enhance their knowledge, understanding and research skills and provide them with the opportunity to further develop self-confidence in their role as a clinical coder.
2. Supplied to trainee clinical coders by their clinical coding manager to research various medical terminology as part of their induction to the department to enhance their knowledge and research skills and provide them with the opportunity to further develop self-confidence in their role as a clinical coder.

Exercises can be completed at a pace that suits the individual either during work time or their own time, depending on organisational requirements.

This document must not be used or copied for any purpose other than in the above circumstances.

It is therefore essential that clinical coding managers discuss their preferred option with the CCSC trainer before the start of the course.

“The course was both informative and enjoyable - I really enjoyed the way it was taught through presentations and lots of interactive exercises both requiring me to work as an individual and with course mates. There were lots of opportunities to ask questions and I found the examples that we were coding to be really clear and helpful to real-life problems in case notes.”

3.2.1.3 What will the course cover?

Using classification books and reference products

- Learning about the organisation and structure of ICD-10 Volumes 1, 2 and 3
- Learning about the organisation and structure of OPCS-4 Volumes I and II
- Using each step of the Four Step Coding Process to correctly assign ICD-10 and OPCS-4 codes
- Navigating the National Clinical Coding Standards ICD-10 5th Edition and OPCS-4 reference books, including associated Appendices, to locate national clinical coding standards
- Understanding the structure and content of the OPCS-4 Chemotherapy Regimens List

Applying national clinical coding standards

- Completing short coding scenarios and more detailed case studies to correctly assign ICD-10 and OPCS-4 codes for all ICD-10 and OPCS-4 chapters
- Completing recap exercises and other activities to reinforce the practical and theoretical aspects of national clinical coding standards for ICD-10 and OPCS-4
- Using all available reference products to support accurate code assignment.

Data extraction and research

- Undertaking basic internet searches to research various illnesses and interventions
- Selecting all relevant conditions, circumstances, and interventions to be coded by following basic data extraction guidance and reviewing sample source documentation.

Monitoring and assessment

- Completing regular practical and theoretical assessments to monitor personal progress
- Identifying areas for further development where necessary.

Time management

- Completing self-learning, individual exercises, assessments, development plans (where required), and group activities to required deadlines.

Ongoing requirements

- Mandatory Clinical Coding Standards Refresher Course (CCSRC) training
- Working towards Accredited Clinical Coder (ACC) status.

3.2.1.4 Course Materials

Each student receives:

- Student course folder
- Written Exercises and Answer sheets
- Reference Handouts
- ICD-10 and OPCS-4 Exercise and Answer Booklets
- Self-Learning Workbook Template (if the option to complete as part of the CCSC is chosen)
- Individual Course Record of Assessment / performance report
- Certificate of Successful Completion.

3.2.1.5 Reference Materials

Important information

The student's line manager must supply their student with a copy of the following in either hard copy or electronic format for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)**
- National Clinical Coding Standards OPCS-4 reference book (2022)**
- Basic Anatomy and Physiology Instruction Manual (2020)**
- Supplementary Information Booklet OPCS-4.9**
- National Tariff Chemotherapy Regimens List**

NB: All classification books highlighted with an * should preferably be new and not passed down from previous users as this can cause confusion for trainee coders. ICD-10 5th Edition books can be purchased from The Stationery Office via <https://www.tsoshop.co.uk/bookstore.asp?FO=1160643&DI=643306>

To order OPCS-4.9 books, follow the link on Delen at:

[OPCS 4.9 Vol I and II NHS digital 2020.pdf](#)

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an **. These can be found within the ICD-10, OPCS-4 and Other sections on the Popular Publications area on [Delen](#).

Students may also use the OPCS-4.9 e-Version and ICD-10 5th Edition e-Version*. These products can be downloaded via [Delen](#). The online [Classifications Browser](#) is also available

3.2.1.6 Course Timings

The course timings will be provided by the course trainer.

3.2.1.7 Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all times
- Respecting the course trainer and fellow students
- Attending all modules of the Clinical Coding Standards Course
- Completing and evidencing all mandatory pre-course eLearning prior to the classroom training
- Completing all Self-Learning Workbook exercises during the course to the timeframes instructed by the course trainer, where this is being used as part of the CCSC
- Completing all assessments to the required criteria, with the support of the course trainer where necessary
- Completing all necessary development plans to the required criteria and timeframes supplied by the course trainer.

3.2.1.8 Line Manager Responsibilities – Summary

The line manager is responsible for:

- Ensuring their trainee coder begins a CCSC within six months of employment

- Providing brand new copies of **all** reference products described in Section 3.2.1.5 above
- Providing ongoing support to the student to ensure sufficient time and resources are available for completion of the two mandatory eLearning packages before the classroom course, all modules of the course including time to complete Self-Learning exercises in-between modules (where the Self-Learning Workbook is being used as part of the CCSC)
- Discussing with the course trainer appropriate Development Plan Agreements and timeframes during the course and/or after the course where necessary and providing ongoing support for the student to complete these.

3.2.1.9 Next Steps

Successful completion will result in compliance with Data Security and Protection Toolkit Standard 3, Level: Standards Met.

4 Clinical Coding Standards Refresher Course

4.1 Pre-requisite skills, knowledge, experience and attendance criteria

The Clinical Coding Standards Refresher Course (CCSRC) pre-requisite criteria ensure that an applicant has the ongoing skills and knowledge required by a clinical coder.

The CCSRC is open to all staff already employed as a clinical coder in an NHS Trust (including a Mental Health Trust), or an independent sector treatment centre (ISTC) which treats, and codes consultant episodes, for NHS patients. The CCSRC is also available to those working as contractors within the clinical coding profession but who are not actively employed as a contract clinical coder at the time of attendance on a CCSRC, i.e. they are in between contracts. Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

Clinical coders must attend a CCSRC once every 3 years from their successful completion of a Clinical Coding Standards Course.

It is essential therefore, that applicants fulfil **all** of the following criteria **prior** to attending the CCSRC:

1. Have been employed as a clinical coder for 2-3 years before attending their first CCSRC
2. Have attended a CCSRC within the previous three years (where applicable, accepting that there will be extenuating circumstances on occasions that prevent this timeframe being achieved) (*Provides previous course certificate*)
3. Have a personal commitment to continued professional development including completion of assessment-based learning in a variety of formats, e.g. classroom-led learning, eLearning, self-learning, webinars
4. Have a structured training plan in place agreed with their line manager detailing the time and resources available to complete all mandatory elements before, during and after the course, as necessary
5. Have completed the following mandatory eLearning course prior to attendance on the CCSRC:
 - Four Step Coding Process ICD-10 eLearning – all modules (*Provides line manager email confirmation / screen print / certificate from End of Course Assessment*)
6. Have completed and returned the pre-course questionnaire within the timeframe set by the trainer prior to the course start date to allow for adequate trainer preparation

7. Have all the necessary up-to-date classification books, reference books/manuals, and Chemotherapy Regimens List to bring with them to the classroom / online course either in hard copy or electronic formats.

IMPORTANT INFORMATION:

Criteria 2 and 5 – Will be evidenced by provision of confirmation email / screen print / certificate.

Criteria 6 – Will be evidenced by completion of the pre-course questionnaire.

Criteria 7 – Will be evidenced by line manager completion of the Clinical Coding Reference Book/Manual Download Confirmation Form template to the Course Trainer before the course starts so that the manager can confirm that their coder(s) has copies of all the necessary products for use during the classroom-based course either in hard copy or electronic formats.

It is important that the applicant and line manager work together to ensure the student meets all the criteria listed above.

4.2 Clinical Coding Standards Refresher Course Details

Course students and their line managers need to be aware of all the following content prior to booking on to a course.

4.2.1 Course Overview

This practical assessment-based course is fundamental to the continued professional development of all experienced clinical coders by assessing that they are keeping their practical coding skills and theoretical knowledge up-to-date for the ICD-10 and OPCS-4 clinical classifications and associated updates. The course also provides experienced clinical coders with the opportunity to reinforce the four-step coding process to ensure correct application of ICD-10 and OPCS-4 national clinical coding standards to facilitate accurate coded clinical data.

This course is delivered across three days in a classroom environment. However, this course can be delivered online by approved trainers who have our permission to deliver national training courses online.

4.2.1.1 Mandatory pre-course eLearning and questionnaire

As referenced in Section 4.1, students must complete the following mandatory eLearning course hosted on the Digital Learning Solutions platform and accessible via [Delen](#) before attending the classroom element of the CCSRC:

- Four Step Coding Process ICD-10 eLearning – all 7 modules

Estimated time to complete this package is approximately 1.5 hours. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

Students must read the relevant guidance document prior to attempting to access the eLearning hosted on the Digital Learning Solutions platform. This document clearly explains the need to select “**NHS Digital Terminology and Classifications Delivery Service**” from the list of options at the “Centre” field when prompted to “Select your centre / organisation”. If they select their own organisation, they will not be able to access our materials.

Prior to the course starting, the course trainer will email the CCSRC pre-course questionnaire which **must** be completed by the student and returned to the course trainer within the given timeframe to allow for adequate trainer preparation. This will help ensure the course meets both the needs of the students and the organisation. The trainer will aim to cover any areas of concern/problems time permitting; **however this is not the correct forum for discussing individual clinical coding queries**. These must be submitted using the National Clinical Coding Query Mechanism explained on [Delen](#).

4.2.1.2 Course objectives

By the end of the course students will be able to:

- Achieve a minimum of 85% on the end of course Theory assessment with minimal reference to standards reference books (involving a variety of question types, such as multiple choice, mix and match, etc.).
- Achieve a minimum of 85% on the end of course practical assessment with minimal reference to standards reference books (the practical assessment is made up of 10 shorter questions each for ICD-10 and OPCS, plus two case studies).

Students and line managers need to be aware in advance of the course objectives so that they understand the time and effort required to meet the objectives. Students are required to:

- Complete a number of exercises throughout the course
- Successfully complete written theory and practical assessments at the end of the course.
- Successfully complete an Interim Attendance Development Plan when a student is unable to attend any part (i.e. session or day) of the course for whatever reason(s)
- Successfully complete a Development Plan Agreement within agreed timescales where an individual does not meet any of the course objectives.

Where development plan agreements are required, the trainer, the student and the student's line manager must agree on the appropriate course of action, timeframes, how the development plan will be checked and by whom.

The student will *only* receive a Certificate of Successful Completion when they fully evidence that they have met **all** the course objectives for the Clinical Coding Standards Refresher Course. Certificates will therefore only be issued on successful completion of Development Plans where these are required.

4.2.1.3 What will the course cover?

Reinforcement of the four step coding process

- Using each step of the Four Step Coding Process to correctly assign ICD-10 and OPCS-4 codes

Applying national clinical coding standards

- Completing a General Coding Exercises workbook either prior to or during the course, as determined by the course trainer
- Completing short coding scenarios and more detailed case studies to correctly assign ICD-10 and OPCS-4 codes
- Completing other individual and group activities to reinforce the practical and theoretical aspects of national clinical coding standards for ICD-10 and OPCS-4

- Using all available reference products to support accurate code assignment

Maintaining data extraction skills

- Selecting all relevant conditions, circumstances, and interventions to be coded in realistic case studies by following general coding standards

Monitoring and assessment

- Completing practical and theoretical end of course assessments to monitor personal progress
- Identifying areas for further development where necessary

Time management

- Completing individual exercises, assessments, development plans (where required), and group activities to required deadlines

Ongoing requirements

- Mandatory three-yearly Clinical Coding Standards Refresher Course training
- Optional Specialty workshops (where available)
- Accredited clinical coder status (where still required)

4.2.1.4 Course Materials

Each student receives:

- Student course folder
- Participant's Workbook and Answer Book
- Reference Handouts
- Individual Course Record of Assessment / performance report
- Certificate of Successful Completion.

4.2.1.5 Reference Materials

The student's line manager must ensure their student has a copy (either hard copy or electronic format) of the following for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)*
- National Clinical Coding Standards OPCS-4 reference book (2022)*
- National Tariff Chemotherapy Regimens List*

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an *. These can be found within the ICD-10, OPCS-4 and Other sections on the Publications & Resources area on [Delen](#).

Students may also use the OPCS-4.9 e-Version and ICD-10 e-Version*. These products can also be downloaded via [Delen](#). The online [Classifications Browser](#) is also available

4.2.1.6 Course Timings

The course timings are:

Day 1: 09.00 – 16:30

Day 2: 09.00 – 16.30

Day 3: 09.00 – 16:15

NB: These timings are a guide only, timings may be subject to change according to factors such as method of delivery (i.e. remote/classroom), organisational/trainer preference, extenuating circumstances that arise during the course, etc.

4.2.1.7 Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all time
- Respecting the course trainer and fellow students
- Attending all days of the Clinical Coding Standards Refresher Course
- Completing and evidencing all mandatory pre-course eLearning prior to the classroom training
- Completing all assessments to the required criteria
- Completing all necessary development plans to the required criteria and timeframes supplied by the course trainer.

4.2.1.8 Line Manager Responsibilities – Summary

The line manager is responsible for:

- Ensuring their clinical coder completes a CCSRC every 3 years
- Ensuring availability of **all** reference products described in Section 4.2.1.5 above
- Providing ongoing support to the student to ensure sufficient time and resources are available for completion of the mandatory eLearning package before the classroom course
- Discussing with the course trainer appropriate development plan agreements and timeframes during the course and/or after the course where necessary and providing ongoing support for the student to complete these.

4.2.1.9 Next Steps

Successful completion will result in compliance with Data Security and Protection Toolkit Standard 3 – Level: Standards Met.

5 NCCQ (UK) Revision Programme

This programme has a modular format (Modules 1, 2 and 3) delivered in a minimum of four days over a **recommended** (not mandatory) five-to-six-month period. Its content and format have been designed to effectively support candidates studying for the National Clinical Coding Qualification (UK). The programme aims to:

- Structure student revision time effectively using the recommended study guidelines and the revision materials provided, in time to sit the National Clinical Coding Qualification (UK).
- Assist the student to research broader issues connected to clinical coding including uses of coded data, clinical coding audit, examples of ICD supplementary classifications and several more.
- Assist the student to develop a basic understanding/awareness of SNOMED CT.
- Allow the student to discuss areas of uncertainty with the programme trainer(s) and fellow students.
- Assess student current knowledge of national coding standards, anatomy and physiology and medical terminology and identify any areas of weakness by sitting a mock exam(s) under examination conditions.

5.1 Pre-requisite skills, knowledge and experience

In order to achieve the high level of attainment required for the qualification, a clinical coder must typically have undertaken a 2-3 year development plan with their employer to complete the required national standard clinical coding training, acquire the breadth of skills, knowledge and practical work experience to become competent in clinical coding and be ready to sit the examination papers.

As part of this development plan a clinical coder will need to have completed the national Clinical Coding Standards Course (CCSC) and preferably the national Clinical Coding Standards Refresher Course (CCSRC) before attending the NCCQ (UK) Revision Programme.

This programme is also open to coders needing to re-sit Paper 1, Paper 2, or both papers of the National Clinical Coding Qualification (UK).

5.1.1 Mandatory Pre-requisites

Before attending the NCCQ (UK) Revision Programme, attendees must have read the following documents/or attended the stated course. All documents are available on the National Clinical Coding Qualification (UK) page on [Delen](#).

Mandatory Pre-requisite
NCCQ (UK) 2022-23 Syllabus, Framework, Bibliography
NCCQ (UK) Self-directed Learning Framework 2022-23
SNOMED CT awareness for clinical coders v3.0
NCCQ (UK) June 2021 Examination Feedback
NCCQ (UK) Paper 2 – Theory Technical Changes 2022

Clinical Coding Standards Course (21-25 days)

5.1.2 Desirable Pre-requisites

The following activities are advisable to complete / review before attending the NCCQ (UK) Revision Programme as they will give the attendee a better understanding of the contents covered by the approved clinical coding trainer(s) delivering the classroom modules.

Desirable Pre-requisite
Four Step Coding Process ICD-10 eLearning module*
Basic Introduction to Clinical Coding eLearning module*
Anatomy and Physiology eLearning module*
Clinical Coding Standards Refresher Course
Speciality Clinical Coding Workshops

* Accessible via [Delen](#)

In addition, applicants must have:

1. A personal commitment to continued professional development and study including completion of several activities in a variety of formats, e.g. classroom-led revision, eLearning and self-learning / study.
2. The necessary up-to-date classification books, reference books/manuals, and Chemotherapy Regimens List to bring with them to the classroom / online course either in hard copy or electronic formats.

IMPORTANT INFORMATION:

Mandatory Pre-requisite criteria – Will be evidenced by completion of the NCCQ (UK) Revision Programme Pre-Information and Pre-Requisites form.

Desirable criteria – Will be evidenced where applicable by completion of the NCCQ (UK) Revision Programme Pre-Information and Pre-Requisites form.

Criteria 2 – Will be evidenced by line manager completion of the Clinical Coding Reference Book/Manual Download Confirmation Form template to the Programme trainer before the Programme starts so that the manager can confirm that their coder(s) has copies of all the necessary products for use during the classroom-based modules either in hard copy or electronic formats.

It is important that the applicant and line manager work together to ensure the applicant meets all the criteria listed above.

5.2 NCCQ (UK) Revision Programme Details

Programme students and their line managers need to be aware of all the following content prior to booking on to the programme.

5.2.1. Programme Overview

This programme is a modular one designed primarily to support coders to pass the National Clinical Coding Qualification (UK) through classroom-led / online-led revision and structured

revision workbooks to support ongoing self-directed study. It includes mock examination papers that students sit under examination conditions.

This programme is delivered in a minimum of four days across three separate modules. Trainers can extend the length of this programme to suit the requirements of their students and their employing organisations, for example, by extending Module 1 to two days, incorporating delivery of a four day Clinical Coding Standards Refresher Course in-between Modules 2 and 3.

5.2.1.1. Pre-Information and Mandatory Pre-Requisites

All students must complete the NCCQ (UK) Revision Programme Pre-Information and Pre-Requisites form emailed to them by the programme trainer by the required deadline.

All line managers must complete the Clinical Coding Reference Book/Manual Download Confirmation Form template and email back to the programme trainer before the programme starts.

5.2.1.2 Programme Modules

This revision focused programme reinforces to students how to use their classification books and the Four Step Coding Process to ensure correct application of ICD-10 and OPCS-4 national clinical coding standards to help them pass the National Clinical Coding Qualification (UK).

Except for re-sit candidates, all students must attend all three Modules which cover the following content:

Module 1 (One day in length to be delivered ideally 4-5 months before the exam date):

Pre Exam Study Day 1

- Discussions / responses to questions about the
 - Study Guide
 - Bibliography
 - Syllabus
- Issue the Self-Learning Workbook on Miscellaneous issues
- SNOMED CT
- Data Extraction
- Consolidate the learning around
 - A&P and Medical Terminology
 - Organisation and Structure of ICD-10 and OPCS-4
 - Four Step Coding Process
- Issue the list of available Revision documents
- Confirm availability of the ICD-10 and OPCS-4 Exercise Booklets

Module 2 (Days 2 and 3 to be delivered ideally 3 months before the exam date):

Day 2 a.m.

- Consolidate the learning in the form of exam style questions and discussions around:
 - Miscellaneous Issues (Self-Learning workbook content)
 - SNOMED CT Recap
 - A&P and Medical Terminology

Day 2 p.m.

- ICD-10 KLPs
 - Presentations (additional chapters)
 - Activities and Exercises

Day 3 a.m.

- OPCS-4 KLPs
 - Presentations (additional chapters)
 - Activities and Exercises

Day 3 p.m.

- Clarification of Grey Areas
- Exam style questions/discussions
- Activities and Exercises
- Discussion Case Studies

Module 3 (Day 4 to be delivered ideally 1 month before the exam date):

- Exam Techniques
- Exam paper layout and language used
- What is allowed to be written/annotated in both classifications
- What can be taken into the examination room on the day
- Sit Mock Exam Papers (Practical and Theory)
- Feedback within 10 days of course end date

Timing of the modules is key to support candidates during their revision.

5.2.1.3 Attendance Criteria

This programme is only available to experienced clinical coders employed within an NHS Trust (including a Mental Health Trust) or an independent sector treatment centre (ISTC) which treats, and codes consultant episodes for, NHS patients. Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

By the end of Module 1 of the programme students will be able to:

- Draft an outline study plan using the template provided if they haven't already created a study plan.
- From memory, list **five** references found in the Bibliography that can support a NCCQ (UK) Candidate study for Paper 1 – Practical Coding.
- From memory, list **three** references found in the Bibliography that can support a NCCQ (UK) Candidate study for Paper 2 – Theory.
- Correctly match the A&P statement to the correct body part/area for at least 9 out of 11 statements in the given exercise.
- Correctly match the types of classification map, with their associated description and example in the given card matching exercise, without reference to your notes.

OR

- List at least 5 different benefits of both SNOMED CT and the ICD-10/OPCS-4 classifications in the given flipchart activity and feedback to the rest of the students.
- Correctly answer 2 out of the 3 given SNOMED CT questions with minimal reference to notes.

- Score a minimum of 95% in both the ICD-10 and OPCS-4 Organisation and Structure exercises with reference to the National Clinical Coding Standards ICD-10 5th Edition and OPCS-4 reference books only where essential.
- Correctly answer **all** questions in the ICD-10 and OPCS-4 Four Step Coding Process exercises using their Alphabetical Indexes and Tabular Lists.

By the end of Module 2 of the Programme students will be able to:

- Select the correct option to at least 6 of the multiple-choice miscellaneous issues questions with minimum reference to notes.
- Complete SNOMED CT, Anatomy and Physiology, Medical Terminology and ICD-10 and OPCS-4 theory questions to at least 70% accuracy.
- Assign ICD-10 and OPCS-4 codes to the practical questions to at least 90% accuracy.
- Discuss accurate code assignment to the four given case studies as a group.
- Score at least 90% in the given case study using your ICD-10 and OPCS-4 Alphabetical Index and Tabular Lists only.

By the end of Module 3 of the Programme students will be able to:

- Assign ICD-10 and OPCS-4 codes to the questions in the Practical Mock Exam to at least 90% accuracy.
- Complete SNOMED CT, Anatomy and Physiology, Medical Terminology and ICD-10 and OPCS-4 theory questions in the Theory Mock Exam to at least 70% accuracy.
- Correctly write down the answers to all 10 of the given questions about the Examination Day.

Students and line managers need to be aware in advance of the programme that ongoing personal study is required in-between modules; this includes using the available revision workbooks and completion of the self-learning workbook using the website links provided before undertaking Module 2. This will prepare the student to answer questions in the Miscellaneous Issues section in Module 2 of the NCCQ (UK) Revision Programme and in Paper 2 of the actual National Clinical Coding Qualification (UK).

The student will receive a Certificate of Successful Completion when they fully evidence that they have met all the objectives for the NCCQ (UK) Revision Programme. **NB:** Certificates of Completion will be issued on a modular basis to those students only sitting certain modules, e.g. re-sit candidates.

5.2.1.4 What will the course cover?

Reinforcement of the importance of self-directed study

- Using the National Clinical Coding Qualification (UK) syllabus, framework and bibliography and self-directed learning documents to populate a structured individual study plan

Reinforcement of the four step coding process

- Using each step of the Four Step Coding Process to correctly assign ICD-10 and OPCS-4 codes

Reinforcement of the organisation and structure of the classifications

- Completing short and longer style examination questions about the organisation and structure of ICD-10 and OPCS-4

Applying national clinical coding standards

- Completing short coding and case study scenarios in the exercises provided and in the current version of the ICD-10 and OPCS-4 Exercise Booklets (and Answer Booklets) available on request from information.standards@nhs.net

Maintaining data extraction skills

- Selecting all relevant conditions, circumstances, and interventions to be coded in case studies by following national clinical coding standards

Monitoring and assessment

- Completing mock examination(s)
- Identifying areas for further revision where necessary

Time management

- Completing elements of the individual study plan to stated timeframes
- Sitting the mock examination paper(s) in examination conditions

Ongoing requirements

- Mandatory three-yearly Clinical Coding Standards Refresher Course training
- Optional Specialty workshops (where available)
- Approved Clinical Coding Trainer and/or Approved Clinical Coding Auditor (where desired)

5.2.1.5. Programme Materials

Each student receives:

- Student Programme folder
- Reference Handouts
- Self-Learning Workbook
- Anatomy and Physiology Workbook (and Answer Book)*
- Anatomy and Physiology Diagrams Slide Deck*
- NCCQ (UK) Revision Workbook (and Answer Book)*
- SNOMED CT Exercise (and Answer Book)*
- Numerous additional revision aids
- Mock examination feedback report
- Certificate of Successful Completion

*These documents are available to examination candidates on request and only if they would like them due to previous feedback that receiving all these documents in Module 1 was overwhelming.

5.2.1.6. Reference Materials

The student's line manager must ensure their student has a copy of the following (either in hard copy or electronic format) for use during the NCCQ (UK) Revision Programme and ongoing study:

- Volumes 1 and 3 of ICD-10 5th Edition* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)*
- National Clinical Coding Standards OPCS-4 reference book (2022)*
- OPCS-4.9 Supplementary Information Book*
- National Tariff Chemotherapy Regimens List*
- Basic Anatomy and Physiology Instruction Manual (2020)*

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an * during the programme. These can be found within the ICD-10, OPCS-4 and Other sections on the Publications & Resources area on [Delen](#)

Students may also use the OPCS-4.9 e-Version and ICD-10 e-Version*. These products can also be downloaded via [Delen](#). The online [Classifications Browser](#) is also available.

5.2.1.7. Course Timings

The course timings are:

Module 1 (Day 1): 09.00 – 16.45

Module 2 (Day 2): 09.00 – 16.45

Module 2 (Day 3): 09.00 – 16.45

Module 3 (Day 4): 09.00 – 15.45

5.2.1.8. Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all time
- Respecting the programme trainer and fellow students
- Attending the Modules applicable to their individual examination requirements
- Completing the NCCQ (UK) Revision Programme Pre-Information and Pre-requisites form and emailing to the programme trainer by the required timeframe
- Completing the Self-Learning Workbook before Module 2
- Working through their individual study plan using the revision aids available and according to the timeframes identified in their study plan.

5.2.1.9. Line Manager Responsibilities – Summary

The line manager is responsible for:

- Ensuring their clinical coder is fully supported during the 5 to 6-month revision programme (including self-study) by allowing them the time to complete all relevant Modules and personal study time in-between modules
- Ensuring availability of **all** reference products described in Section 5.2.1.6 above

- Providing ongoing support to their clinical coder to ensure sufficient time and resources are available for completion of the desirable eLearning packages where needed as part of their revision
- Allowing time for their clinical coder to attend any relevant Webinars.

5.2.1.10. Next Steps

Successful completion will result in compliance with Data Security and Protection Toolkit Standard 3.

Completion of the Clinical Coding Trainer and/or Auditor Programme, where desired.

6 Mental Health Clinical Coding Training

Currently a dedicated 3-day Mental Health Clinical Coding Standards Course (MHCCSC) and one-day Mental Health Clinical Coding Standards Refresher Course (MHCCSRC) are available to train healthcare staff who assign ICD-10 and OPCS-4 (where systems allow) codes to support episode data as part of the Admitted Patient Care (APC) dataset.

As stated in the [guidance](#) associated with Data Security and Protection Toolkit Standard 3, mental health coders can opt to attend the 21-day Clinical Coding Standards Course and 3 day Clinical Coding Standards Refresher Course where organisations prefer this more in-depth option.

The content and format of the current MHCCSC and MHCCSRC requires further review as a consultation during 2019/20 conducted by the Terminology and Classifications Delivery Service yielded very few responses. As the future coding options within mental health are currently being considered, and there were no national standard changes from 1 April 2022, the materials for this course have not been updated for 2022/23.

6.1 Mental Health Clinical Coding Standards Course

As stated in the [guidance](#) associated with Data Security and Protection Toolkit Standard 3, where clinical coding is performed by mental health clinicians, they should attend the three-day Mental Health Standards Course in a series of six half-day sessions to support mandatory data flows. Attendance on this course 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 where systems allow) and the subsequent sequencing rules.

6.1.1 Pre-requisite skills, knowledge and experience

The Mental Health Clinical Coding Standards Course (MHCCSC) pre-requisite criteria ensure that an applicant has the base skills and knowledge required to become a clinical coder.

The MHCCSC is only available to staff already employed as a trainee clinical coder (or a clinician who assigns classification codes) in a Mental Health Trust, or an independent sector treatment centre (ISTC) which treats, and codes consultant episodes for, NHS patients.

Anyone not employed as a clinical coder/clinician who assigns classification codes is not eligible to attend the MHCCSC. Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

It is essential therefore, that applicants fulfil **all** of the following criteria **prior** to attending the MHCCSC:

1. Have been employed as a clinical coder for between one-six months. Ideally, the trainee clinical coder will have been working within the department for a minimum of six weeks before attending the course
2. Have a personal commitment to continued professional development including completion of assessment based learning in a variety of formats, e.g. classroom-led learning, eLearning, self-learning and webinars

3. Have a structured training plan in place agreed with their line manager detailing the time and resources available to complete all mandatory elements before, during and after the course, as necessary
4. Have completed the following two mandatory eLearning courses prior to attendance on the classroom MHCCSC
 - Basic Anatomy and Physiology eLearning – all modules* (*Provides certificate / screen print from End of Course Assessment*)
 - Basic Introduction to Clinical Coding – Modules 1 and 2* (*Provides certificate / screen print from End of Module Tests*).
**excludes clinicians*
5. Have all the necessary up-to-date classification books, reference books/manuals, and Chemotherapy Regimen List to bring with them to the classroom course either in hard copy or electronic formats.

IMPORTANT INFORMATION:

Criteria 4 – Will be evidenced by provision of certificates.

Criteria 5 – The MHCCSC course trainer will email a Clinical Coding Reference Book/Manual Download Confirmation Form template to the line manager before the course starts so that the manager can confirm that their coder(s) has copies of all the necessary products for use during the classroom-based course either in hard copy or electronic formats.

It is important that the applicant and line manager work together to ensure the applicant meets all the criteria listed above.

6.1.2 Mental Health Clinical Coding Standards Course Details

Course students and their line managers need to be aware of all the following content prior to booking on to a course.

6.1.2.1 Course Overview

This practical assessment-based course teaches recently appointed trainee clinical coders how to use their classification books and follow the four step coding process to ensure correct application of ICD-10 and OPCS-4 national clinical coding standards and facilitate accurate coded clinical data.

6.1.2.1.1 Mandatory pre-course eLearning

As referenced in Section 6.1.1, students must complete the following two mandatory eLearning courses before attending the classroom element of the MHCCSC:

- Basic Anatomy and Physiology eLearning – all modules*
- Basic Introduction to Clinical Coding – Modules 1 and 2*

**excludes clinicians*

These eLearning courses are hosted on the Digital Learning Solutions platform and are accessible via the [Classifications eLearning page](#) on [Delen](#).

Students must read the relevant guidance document prior to attempting to access the eLearning hosted on the Digital Learning Solutions platform. This document clearly explains

the need to select “**NHS Digital Terminology and Classifications Delivery Service**” from the list of options at the “Centre” field when prompted to “Select your centre / organisation”. If they select their own organisation, they will not be able to access our materials.

There are 11 modules within the Basic Anatomy and Physiology eLearning package that the trainee coder must complete, including all the end of module and overall assessments. Estimated time to complete this package is approximately four hours. A copy of the student’s overall assessment results must be made available to the MHCCSC trainer prior to attending the classroom course. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

There are two modules within the ‘Basic Introduction to Clinical Coding’ eLearning package, both of which require the student to complete a workbook requiring sign-off by their line manager. Each workbook contains a number of activities. Some activities are to be done at the student’s desk using the internet and other resources; some they need to find out information from within their organisation. The workbooks must be complete and taken with the student to the first day of their Mental Health Clinical Coding Standards Course; their trainer will ask to see these. A copy of the student’s test results from each module must be made available to the MHCCSC trainer prior to attending the classroom course. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

6.1.2.1.4 Attendance criteria

This course is only available to clinical coders employed within a Mental Health Trust. Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

By the end of the Mental Health Clinical Coding Standards Course students will be able to:

- Correctly answer at least 80% of the questions on the Post Course Assessment using the ICD-10 and OPCS-4 classifications.

6.1.2.1.5 What will the course cover?

Using classification books and reference products, with a specific focus on those areas relevant to mental health

- Learning about the organisation and structure of ICD-10 Volumes 1, 2 and 3
- Learning the basics about the organisation and structure of OPCS-4 Volumes I and II
- Using each step of the Four Step Coding Process to correctly assign ICD-10 codes
- Using each step of the Four Step Coding Process to correctly assign ICD-10 and OPCS-4 codes in relation to electroconvulsive therapy (ECT) and rehabilitation interventions only
- Navigating the National Clinical Coding Standards ICD-10 5th Edition and OPCS-4 reference books and associated Appendices to locate national clinical coding standards

Applying national clinical coding standards relevant to mental health coding

- Completing short coding scenarios and more detailed case studies to correctly assign ICD-10 and OPCS-4 codes to dedicated Mental Health scenarios
- Completing recap exercises and other activities to reinforce the practical and theoretical aspects of national clinical coding standards for ICD-10 and OPCS-4
- Using all available reference products to support accurate code assignment.

Data extraction and research

- Selecting all relevant conditions, circumstances, and interventions to be coded by following basic data extraction guidance and reviewing sample source documentation.

Monitoring and assessment

- Completing regular practical and theoretical assessments to monitor personal progress
- Identifying areas for further development where necessary.

Time management

- Completing individual exercises, assessments, and group activities to required deadlines.

Ongoing requirements

- Mandatory Mental Health Clinical Coding Standards Refresher Course/Clinical Coding Standards Refresher Course training
- Working towards accredited clinical coder (ACC) status.

6.1.2.1.6 Course Materials

Each student receives:

- Student course folder
- Written Exercises and Answer sheets
- Reference Handouts
- Individual Course Record of Assessment / performance report
- Certificate of Successful Completion.

6.1.2.1.7 Reference Materials

Important information

The student's line manager must supply their student with a copy of the following in either hard copy or electronic format for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document) **NB:** These are not essential as the necessary pages will be provided as part of the course materials
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)**
- National Clinical Coding Standards OPCS-4 reference book (2022)**

NB: All classification books highlighted with an * should preferably be new and not passed down from previous users as this can cause confusion for trainee coders. ICD-10 5th Edition books can be purchased from The Stationery Office via <https://www.tsoshop.co.uk/bookstore.asp?FO=1160643&DI=643306>

To order OPCS-4.9 books (should you choose to do so), follow the link on Delen at https://hscic.kahootz.com/gf2.ti/f/762498/58563845.1/PDF/-/OPCS_4.9_Vol_I_and_II_NHS_digital_2020.pdf

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an **. These can be found within the ICD-10, OPCS-4 and Other sections on the Publications & Resources area on [Delen](#).

Students may also use the OPCS-4.9 e-Version and ICD-10 5th Edition e-Version*. These products can be downloaded via [Delen](#). The online [Classifications Browser](#) is also available.

6.1.2.1.8 Course Timings

The course timings are:

Day 1: 09.30 – 16.30

Day 2: 09.00 – 16.30

Day 3: 09.00 – 15.15

6.1.2.1.9 Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all time
- Respecting the course trainer and fellow students
- Completing and evidencing all mandatory pre-course eLearning prior to the classroom training
- Completing all assessments to the required criteria.

6.1.2.1.10 Line Manager Responsibilities – Summary

The line manager is responsible for:

- Ensuring their trainee coder attends a MHCCSC within six months of employment
- Providing brand new copies of **all** reference products described in Section 6.1.2.1.7 above
- Providing ongoing support to the student to ensure sufficient time and resources are available for completion of the two mandatory eLearning packages before the classroom course.

6.1.2.1.11 Next Steps

Successful completion will result in compliance with Data Security and Protection Toolkit Standard 3.

6.2 Mental Health Clinical Coding Standards Refresher Course

6.2.1 Pre-requisite skills, knowledge and experience

The Mental Health Clinical Coding Standards Refresher Course (MHCCSRC) pre-requisite criteria ensure that an applicant has the ongoing skills and knowledge required by a clinical coder.

The MHCCSRC is open to all staff already employed as a clinical coder in a Mental Health Trust. The MHCCSRC is also available to those working as contractors within the clinical coding profession but who are not actively employed as a contract clinical coder at the time of attendance on a MHCCSRC, i.e. they are in between contracts.

Mental Health clinical coders must attend a Mental Health Clinical Coding Standards Refresher Course (or if they choose a Clinical Coding Standards Refresher Course) once every 3 years from their successful completion of a Mental Health Clinical Coding Standards Course.

It is essential therefore, that applicants fulfil **all** the following criteria **prior** to attending the MHCCSRC:

1. Have been employed as a clinical coder for 2-3 years before attending their first MHCCSRC
2. Have attended a MHCCSRC (or CCSRC) three years ago (where applicable) (*Provides previous course certificate*)
3. Have a personal commitment to continued professional development including completion of assessment based learning in a variety of formats, e.g. classroom-led learning, eLearning, self-learning, webinars
4. Have a structured training plan in place agreed with their line manager detailing the time and resources available to complete all mandatory elements before, during and after the course, as necessary
5. Have completed the following mandatory eLearning course prior to attendance on the MHCCSRC:
 - Four Step Coding Process ICD-10 eLearning – all modules (*Provides line manager email confirmation / screen print / certificate from End of Course Assessment*)
6. Have all the necessary up-to-date classification books, reference books/manuals, Chemotherapy Regimens List and associated Clinical Coding Guidance documentation to bring with them to the classroom course either in hard copy or electronic formats

IMPORTANT INFORMATION:

Criteria 2 and 5 – Will be evidenced by provision of confirmation email / screen print / certificate.

Criteria 6 – Will be evidenced by line manager completion of the Clinical Coding Reference Book/Manual Download Confirmation Form template to the course trainer before the course starts so that the manager can confirm that their coder(s) has copies of all the necessary products for use during the classroom-based course either in hard copy or electronic formats.

It is important that the applicant and line manager work together to ensure the applicant meets all the criteria listed above.

6.2.2 Mental Health Clinical Coding Standards Refresher Course Details

Course students and their line managers need to be aware of all the following content prior to booking on to a course.

6.2.2.1 Course Overview

This practical assessment-based course is fundamental to the continued professional development of all experienced clinical coders by assessing that they are keeping their practical coding skills and theoretical knowledge up-to-date for the ICD-10 and OPCS-4 (where applicable) clinical classifications and associated updates. The course also provides experienced clinical coders with the opportunity to reinforce the four step coding process to ensure correct application of ICD-10 and OPCS-4 national clinical coding standards to facilitate accurate coded clinical data.

This course is delivered across one day.

6.2.2.1.1 Mandatory pre-course eLearning and questionnaire

As referenced in Section 6.2.1, students must complete the following mandatory eLearning course hosted on the [Digital Learning Solutions](#) platform and accessible via [Delen](#) before attending the classroom element of the CCSRC:

- Four Step Coding Process ICD-10 eLearning – all 7 modules

Estimated time to complete this package is approximately 1.5 hours. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

Students must read the relevant guidance document prior to attempting to access the eLearning hosted on the Digital Learning Solutions platform. This document clearly explains the need to select “**NHS Digital Terminology and Classifications Delivery Service**” from the list of options at the “Centre” field when prompted to “Select your centre / organisation”. If they select their own organisation, they will not be able to access our materials.

6.2.2.1.2 Attendance criteria

This course is only available to clinical coders employed within a Mental Health Trust. Approved trainers will ensure eligibility through use of the National Clinical Coding Training Application Form where applicable.

By the end of the Mental Health Clinical Coding Standards Refresher Course students will be able to:

- Accurately assign ICD-10 5th Edition and OPCS-4 codes to the given case studies to at least 90% accuracy using the Four Step Coding Process.

6.2.2.1.3 What will the course cover?

Reinforcement of the four step coding process

- Using each step of the Four Step Coding Process to correctly assign ICD-10 and OPCS-4 codes (where applicable).

Applying national clinical coding standards

- Completing short coding mental health scenarios and more detailed case studies to correctly assign ICD-10 and OPCS-4 codes (where applicable)
- Completing other individual and group activities to reinforce the practical and theoretical aspects of national clinical coding standards for ICD-10 and OPCS-4
- Using all available reference products to support accurate code assignment.

Maintaining data extraction skills

- Selecting all relevant conditions, circumstances, and interventions to be coded in realistic case studies by following general coding standards.

Monitoring and assessment

- Completing practical and theoretical end of course assessment to monitor personal progress
- Identifying areas for further development where necessary.

Time management

- Completing individual exercises and assessments and group activities to required deadlines.

Ongoing requirements

- Mandatory three-yearly Mental Health Clinical Coding Standards Refresher Course training
- Specialty workshops
- Accredited clinical coder status (where still required).

6.2.2.1.4 Course Materials

Each student receives:

- Student course folder
- Participant's Workbook and Answer Book
- Individual Course Record of Assessment / performance report
- Certificate of Successful Completion.

6.2.2.1.5 Reference Materials Important information

The student's line manager must supply their student with a copy of the following in either hard copy or electronic format for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)**
- National Clinical Coding Standards OPCS-4 reference book (2022)**

NB: All classification books highlighted with an * should preferably be new and not passed down from previous users as this can cause confusion for trainee coders. ICD-10 5th Edition books can be purchased from The Stationery Office via <https://www.tsoshop.co.uk/bookstore.asp?FO=1160643&DI=643306>

To order OPCS-4.9 books (should you choose to do so), follow the link on Delen at https://hscic.kahootz.com/connect.ti/t_c_home/view?objectId=14270896#14270896

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an **. These can be found within the ICD-10, OPCS-4 and Other sections on the Publications & Resources area on [Delen](#).

Students may also use the OPCS-4.9 e-Version and ICD-10 5th Edition e-Version*. These products can be downloaded via [Delen](#). The online [Classifications Browser](#) is also available.

6.2.2.1.6 Course Timings

The course timings are:

09.15 – 16.45

6.2.2.1.7 Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all time
- Respecting the course trainer and fellow students
- Completing and evidencing all mandatory pre-course eLearning prior to the classroom training
- Completing all assessments to the required criteria.

6.2.2.1.8 Line Manager Responsibilities – Summary

The line manager is responsible for:

- Ensuring their clinical coder completes a MHCCSRC every 3 years
- Ensuring availability of **all** reference products described in Section 6.2.2.1.5 above
- Providing ongoing support to the student to ensure sufficient time and resources are available for completion of the mandatory eLearning package before the classroom course.

6.2.2.1.9 Next Steps

Successful completion will result in compliance with Data Security and Protection Toolkit Standard 3.

7 Introduction to Classifications training

7.1 Pre-requisite skills, knowledge and experience

There are currently no set pre-requisite criteria for attending Introduction to Classifications training other than a recommendation that where possible, the attendee has completed the Basic Introduction to Clinical Coding eLearning (Modules 1 and 2) if they are training to become a clinical coder.

All four parts of the Introduction to Clinical Coding training are also open to any healthcare professional interested in, or using, coded clinical data.

7.2 Introduction to Classifications Training Details

ITC students and their line managers need to be aware of all the following content prior to booking on to this training.

7.2.1 Training Overview

The ITC content, including the workbooks, has been developed not only to bring back some of the fundamentals that featured in the previous Clinical Coding Foundation Course but to include additional content deemed relevant to ensure that people either coming in to coding or working within coding have a good understanding of why we classify and the importance of the role which will in itself not only better prepare and support them but should also reinforce how vital their role and the data they produce is in supporting the many uses and users of the coded clinical data.

7.2.1.1 Optional pre-course eLearning

As referenced in Section 7.1, students can choose to complete the Basic Introduction to Clinical Coding – Modules 1 and 2 hosted on the Digital Learning Solutions platform and accessible via the [Classifications eLearning page on Delen](#), although this eLearning is a mandatory pre-requisite if the attendee is training to become a clinical coder and is due to undertake CCSC training.

Students must read the relevant guidance document prior to attempting to access the eLearning hosted on the Digital Learning Solutions platform. This document clearly explains the need to select “**NHS Digital Terminology and Classifications Delivery Service**” from the list of options at the “Centre” field when prompted to “Select your centre / organisation”. If they select their own organisation, they will not be able to access our materials.

There are two modules within the ‘Basic Introduction to Clinical Coding’ eLearning package, both of which require the student to complete a Workbook requiring sign-off by their line manager. Each Workbook contains a number of activities. Some activities are to be done at the student’s desk using the internet and other resources; some they need to find out information from within their organisation. The Workbooks must be complete and taken with the student to the first day of their Clinical Coding Standards Course; their trainer will ask to see these. A copy of the student’s test results from each module must be made available to the CCSC trainer prior to attending the classroom course. ***The student and their line manager must therefore factor in enough time before the classroom course for this to be done.***

7.2.1.2 Training parts

This training teaches clinical coders of all levels of experience about the background to how classifications developed, their purpose, their use both nationally and internationally, and how they promote consistent code assignment to facilitate accurate coded clinical data.

This training is delivered across four parts, each part lasting 1.5-2 hours in length. The exact course length must be agreed in advance between the approved clinical coding trainer and the student's line manager depending on the needs of the student / organisation.

The four parts cover:

Part One: Where do classifications come from and what are they for?

Group discussion

True / False Recap Exercise

Part One Workbook Exercises*

Part Two: The Family of Clinical Classifications – An introduction to some of the different classifications

Part Two Workbook Exercises*

Part Three: Structure and Conventions – How classifications promote consistent code assignment and facilitate different uses and users

Multiple Choice Recap Exercise

Part Three Workbook Exercises*

Part Four: Coded Clinical Data – Uses and Users of Classifications

Group Work

Part Four Workbook Exercises*

The content of these parts can currently be delivered in any order and at any point in a clinical coder's training as considered appropriate by the attendee's line manager and/or approved clinical coding trainer. The timing of the sessions is open for discussion between the course trainer and the coding manager, e.g. Parts One and Two are probably more suitable after the Basic Introduction to Clinical Coding eLearning and before the classroom CCSC. Part Three is probably more relevant six months after the CCSC as a post-consolidation module or to be delivered to experienced clinical coders as a refresher session. Part Four is probably best delivered a year after CCSC training once attendees have more day-to-day clinical coding experience. It is also suitable for experienced clinical coders, including approved clinical coding auditors, as well as other healthcare professionals such as clinicians and data analysts.

*The workbooks each contain several reinforcement exercises including an element of research and can be completed at a pace that suits the individual either during work time or their own time, depending on organisational requirements. **NB: Each workbook takes approximately 2-3 hours to complete and must meet the required criteria to allow for the relevant Introduction to Classifications certificate to be issued for each part attended.**

7.2.1.3 Attendance criteria

This training is available to all clinical coders, regardless of level of experience, employed within an NHS Trust (including a Mental Health Trust, or an independent sector treatment centre (ISTC) which treats, and codes consultant episodes for, NHS patients). It is also available to other healthcare professionals such as clinicians and data analysts and other users of coded clinical data.

Students and line managers need to be aware in advance of what the training involves so that they understand the time and effort required to meet the objectives*. Students are required to:

- Complete a number of exercises in the classroom and in their workbooks throughout the training and in-between parts
- Successfully complete all exercises within each workbook
- Successfully complete any Development Plan Agreements within agreed timescales where an individual does not meet any of the part objectives:
 - Use the materials provided to accurately answer the questions in the Part One/Two/Three/Four Workbook to meet the stated minimum criteria

Where Development Plan Agreements are required, the trainer, the student and the student's line manager must agree on the appropriate course of action, timeframes, how the Development Plan will be checked and by whom.

The student will *only* receive a Certificate of Successful Completion when they fully evidence they have met **all** the ITC objectives for the parts they attend. Certificates will therefore only be issued on successful completion of Development Plans where these are required.

7.2.1.4 Training Materials

Each student receives:

- Written Exercises and Answer sheets
- Reference and Slide Handouts
- Workbooks
- Certificate of Successful Completion.

7.2.1.5 Reference Materials

Important information

The student's line manager must supply their student with a copy of the following in either hard copy or electronic format for use during the course:

- Volumes 1 and 3 of ICD-10 5th Edition (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- OPCS-4.9 Volumes I and II* (fully updated to reflect the errata published in the [ICD-10 and OPCS-4 Classifications Content Changes](#) document)
- National Clinical Coding Standards ICD-10 5th Edition reference book (2022)*
- National Clinical Coding Standards OPCS-4 reference book (2022)*

NB: All classification books highlighted with an * should preferably be new and not passed down from previous users as this can cause confusion for trainee coders. ICD-10 5th Edition books can be purchased from The Stationery Office via <https://www.tsoshop.co.uk/bookstore.asp?FO=1160643&DI=643306>

To order OPCS-4.9 books, follow this [link](#).

NB: Students are welcome to bring laptops/tablets to access electronic versions of the products highlighted with an **. These can be found within the ICD-10, OPCS-4 and Other sections on the Popular Publications area on [Delen](#).

Students may also use the OPCS-4.9 e-Version and ICD-10 5th Edition e-Version*. These products can be downloaded via [Delen](#). The online [Classifications Browser](#) is also available

7.2.1.6 Training Timings

The training timings will be provided by the course trainer.

7.2.1.7 Student Responsibilities – Summary

The student is responsible for:

- Ensuring punctuality at all times
- Respecting the course trainer and fellow students
- Attending all agreed parts of the ITC training
- Completing all Workbook exercises to the timeframes instructed by the course trainer
- Completing all necessary Development Plans to the required criteria and timeframes supplied by the course trainer.

7.2.1.8 Line Manager Responsibilities – Summary

The line manager is responsible for:

- Providing brand new copies of **all** reference products described in Section 7.2.1.5 above
- Providing ongoing support to the student to ensure sufficient time and resources are available for completion of the agreed parts of the training including time to complete Workbook exercises
- Discussing with the course trainer appropriate development plan agreements and timeframes during the course and/or after the course where necessary and providing ongoing support for the student to complete these.

8 Other Useful Information

The information below provides links to other optional courses and eLearning available to coders as part of their ongoing continued professional development.

8.1 Clinical Coder Apprenticeship

The Institute for Apprenticeships officially approved the Clinical Coder Apprenticeship Standard in April 2019. To find out more about this Standard and the NHS Trusts involved in its creation visit the [Institute for Apprenticeships](#).

8.2 Health Informatics

The following documents provide information about careers within Health Informatics:

[Health informatics | Health Careers](#)

[Health Informatics Career Pathways Project | Health Education England \(hee.nhs.uk\)](#) This is an e-learning course developed by the Department of Health. The course is available for NHS employees who want to expand their knowledge of health informatics: [Health Informatics - elearning for healthcare \(e-lfh.org.uk\)](#)

8.3 SNOMED CT Foundation Course

This is an eLearning course developed by SNOMED International. The course is available to anyone seeking to acquire or demonstrate a broad foundational knowledge of SNOMED CT.

Study itself is expected to require a total of 30-35 hours. The course must be completed within a maximum of four months, but it is possible to complete it within as little as a week. Registration is required.

[Foundation \(ihtsdotools.org\)](#)

8.4 SNOMED CT Awareness for Clinical Coders

This presentation provides a basic overview of:

- the differences between SNOMED CT and the ICD-10 and OPCS-4 classifications
- the content and structure of SNOMED CT
- the link between SNOMED CT and the classifications
- the purpose of the classifications maps
- the different types of classifications maps

[SNOMED CT Awareness for Clinical Coders](#)

8.5 NHS Data Model and Dictionary

The NHS Data Model and Dictionary gives a reference point for assured information standards, to support health care activities in the NHS in England. The NHS Data Model and Dictionary has been developed for everyone who is actively involved in the collection of data and the management of information in the NHS.

The NHS Data Model and Dictionary Service provides the development, maintenance and support of NHS Information Standards

[About the NHS Data Model and Dictionary \(datadictionary.nhs.uk\)](https://datadictionary.nhs.uk)