

6. Clinical Coding

Clinical Coding Users

Scenario

You are a Coder adding READ Codes to the documents sent to you via Docman using the Coding Task type in your Task Inbox.

Task

- From the Home screen, click on **Tasks** tile in the blue bar. This takes you to your Task Inbox.

This will show you the tasks associated with the patient documents, ordered by Urgency, and then most recent first.

- Using the left to right working methods, scroll through the tasks in your inbox, click on the first **Task: Coding**.

You will notice that the cursor will show a crosshair icon when in a Coding task and moving the cursor across the document.

On the right-hand side, you will see headings: Add Clinical Code, Add Code from Predefined list, Add BP Reading, Add comment.

- Click on these headings, this will show you all the content available.
- Click and hold the left mouse button, this will draw a box (or Lasso) around some text in the document. By doing this you can highlight diagnosis, procedures and the subsequent searches will be displayed in the same column the Actions were displayed. *The first (best) 10 matches to the highlighted words will be shown, you can then click on the preferred code displayed, there is also a search box at the bottom of the screen if the term you were looking for isn't displayed in the search.*
- Users can add notes, values to the code (if appropriate). Click in the **Notes** box, lasso an area of text (as described above) and it will appear in the notes field.
- Click in the **Value** box, Docman 10 will identify all values in the document and highlight them, click on a value, and it will populate the value field.
- Click on **Confirm** after you have defined the Problem headings below, and you can either add further codes, or complete the coding task as required.
- Using the tools & functions described above, add all the relevant READ Codes to a document in your task inbox.

NB. *The codes that you add will not be able to be saved in the Familiarisation environment, due to no connection to a live clinical system. The Save & Finish button will show a screen awaiting a response from a clinical system. Once you are satisfied with the process, please click **Cancel**.*

Repeat

Please process the other Coding Tasks in your inbox, reflecting the actions required on the content.

Outcome

To add clinical codes to documents in your Docman Task inbox using the tools assigned for Coding Tasks.