

# Heather Gilbert ACC

CCS Approved Clinical Coding Auditor

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## Work Experience

Position	Duties / Skills
<p><b>Clinical Coding Consultant / Director</b> HG Clinical Coding Ltd May 2013 - present</p> <p>Consulting and Auditing for D&amp;A, Minerva Health, PwC, Grant Thornton, CHKS</p> <p>Clinical Coding Assignments including – <i>Spire Healthcare, Bedford Hospital, Lister Hospital, Papworth Hospital, Ramsay Healthcare, Milton Keynes Hospital, University Hospitals of Leicester, Aneurin Bevan University Health Board.</i></p>	<ul style="list-style-type: none"> <li>▪ HRG Tariff analysis / optimisation</li> <li>▪ Auditing – IG / Speciality / Individual.</li> <li>▪ Presenting and reporting to senior management / Clinicians.</li> <li>▪ Continued professional development.</li> <li>▪ Providing Lead / Mentoring services.</li> <li>▪ Providing Clinical Coding services across all specialities.</li> <li>▪ Prioritising.</li> <li>▪ Problem solving.</li> <li>▪ Analysing source documentation.</li> <li>▪ Effectively adapting to new systems and processes.</li> </ul>
<p><b>Clinical Coding Team Leader</b> Northampton General Hospital Cliftonville Northampton NN1 5BD March 2014 – August 2014</p>	<ul style="list-style-type: none"> <li>▪ Training.</li> <li>▪ Auditing.</li> <li>▪ Managing team workloads.</li> <li>▪ Co-Ordinating team.</li> <li>▪ Overseeing month end / year end deadlines.</li> <li>▪ Chairing team meetings.</li> <li>▪ Liaising with clinicians.</li> <li>▪ Coding across all specialities.</li> <li>▪ Analysing reports.</li> <li>▪ Updating policy and procedures documents.</li> <li>▪ Conducting appraisals / one to ones.</li> <li>▪ Problem solving.</li> </ul>
<p><b>Clinical Coder</b> Kettering General Hospital Rockingham Road, Kettering, Northants. April 2009 – February 2014</p>	<ul style="list-style-type: none"> <li>▪ Coding across all specialities.</li> <li>▪ Coding in a timely and accurate manner.</li> <li>▪ Keeping abreast of changes to standards.</li> <li>▪ Managing own workload.</li> <li>▪ Liaising with clinicians.</li> <li>▪ Training / mentoring.</li> <li>▪ Auditing own / others work.</li> <li>▪ Prioritising.</li> <li>▪ Problem solving.</li> <li>▪ Fire Team Leading.</li> </ul>

## Qualifications

• <b>Clinical Coding Refresher Course</b> <i>CHKS, Solihull</i>	Completed May 2019
• <b>Vascular Workshop</b> <i>D &amp; A Consultancy, Stafford</i>	Completed September 2018
• <b>CCS Clinical Coding Auditor Course</b>	Completed June 2015
• <b>Report Writing Course</b>	Completed March 2015
• <b>Clinical Coding Refresher Course</b> <i>D &amp; A Consultancy, Stafford</i>	Completed April 2016
• <b>Clinical Coding Refresher Course</b> <i>Kettering General Hospital</i>	Completed January 2013
• <b>Clinical Coding NCCQ</b>	Completed September 2010
• <b>Trauma and Orthopaedic Workshop</b> <i>Kettering General Hospital</i>	Completed November 2009
• <b>Clinical Coding Foundation Course</b> <i>Addenbrookes</i>	Completed October 2009

**Education** A Levels – Three C-D grades 2004  
GCSEs – Ten A-C grades 2002