

Direct Line: 01623 672232  
Our Ref: 53916  
E-mail: [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net)

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

**RE: Freedom of Information Request**

Tel: 01623 622515  
Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

**3<sup>rd</sup> April 2024**

Dear Sir/Madam

With reference to your request for information received on 10<sup>th</sup> April 2024, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

- 1. How many clinical coders are employed by the Trust?**  
21
- 2. Who is responsible for the clinical coding Team? (i.e Who is the Clinical Coding Manager)**

Names, job titles and email addresses (other than that of our board of directors) constitute personal data.

Section 40(2) provides that personal data is exempt information if one of the conditions set out in section 40(3) is satisfied. In our view, disclosure of this information would breach the data protection principles contained in the General Data Protection Regulations and Data Protection Act 2018

In reaching this decision, we have particularly considered:

- The reasonable expectations of the employees given their positions; Sherwood Forest Hospitals NHS Foundation Trust considered that none of the individuals would have a reasonable expectation that their personal data would be disclosed;
- The consequences of disclosure; and
- any legitimate public interest in disclosure.

Section 40(2) is an absolute exemption and therefore not subject to the public interest test

[sfh-tr.clinicalcoding@nhs.net](mailto:sfh-tr.clinicalcoding@nhs.net)

## Home, Community, Hospital.

**Patient Experience Team**  
01623 672222  
[sfh-tr.pet@nhs.net](mailto:sfh-tr.pet@nhs.net)



We are proud to be a smoke-free site

**Chair** Claire Ward  
**Chief Executive** Paul Robinson

3. **Do you have an NHS England approved auditor?**  
No – Member of staff in process of taking exam.
4. **Do you have an NHS England approved trainer?**  
Yes
5. **What encoder software is used by the clinical coding team?**  
3M Medicode Encoding Software.
6. **What directorate does clinical coding sit under?**  
Corporate.
7. **What does the Trust spend on external coding support per year**
  - a. **contractors** – 0
  - b. **other outsourced coding support** – 0
  - c. **coding training** – 0
  - d. **coding audit** – 0
8. **What is the current coding backlog?**  
Clear by the 5th working day of every following month - before SUS Submission.

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email [sally.brookshanahan@nhs.net](mailto:sally.brookshanahan@nhs.net).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email [casework@ico.org.uk](mailto:casework@ico.org.uk).

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email [sfh-tr.foi.requests@nhs.net](mailto:sfh-tr.foi.requests@nhs.net).

Yours faithfully

### **Information Governance Team**

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information

without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.