



SRI Y. N. COLLEGE

(AUTONOMOUS)

NAAC ACCREDITED 'A' Grade College
NARSAPUR - 534 275, W.G.D.L., A.P.
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SEMESTER INTERNSHIP

A REPORT ON

MEDICAL
CODING



SUBMITTED BY

Name : K. Dayamoni

Course : II B.Sc B.Z.C

Year : 2020 - 23

Regd. No. 12006615

Under the Guidance of

Mentor Name : K S Sivalakshmi

Designation : Lecturer in Zoology



ANDHRA PRADESH STATE COUNCIL OF
HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: K. Daya Mani

Name of the Course: IIIrd Bsc. B2c

Registration Number: 12006015

Period of Internship: April - 1 **From :** July - 15 **To :** _____

Name & Address of the Intern Organization:

TECH IN IT processes Pvt. Ltd. (TANUKU)

SRI Y N College (A), Narsapur

**Affiliated to Adikavi Nannaya University
Rajamahendravaram**

An Internship Report on

Medical coding

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BSc - Zoology

Under the Faculty Guideship of

K. S.S.V. N. Lakshmi

(Name of the Faculty Guide)

Department of

Zoology & Aqua culture

(Name of the College)

Submitted by:

K. Daya Anni

(Name of the Student)

Reg.No: 12006015

Department of

Sri. Y. N. college

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your handwriting. Add additional sheets wherever necessary.
15. At the end of the internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be an evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline-related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family's pride and prestige of your College.

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Student's Declaration

I, K. Dayamani a student of medical coding
Program, Reg. No. 12006015 of the Department of Zoology
College do hereby declare that I have completed the mandatory internship from
April - 1st to July - 15 in TECH SNPT PVT. LTD
(Name of the intern organization) under the Faculty Guideship of MD. Saddam
K. S.S.V. N. Larshmi (Name of the Faculty Guide), Department of
Zoology & Aqua culture, Sri. Y. N. college
(Name of the College)

K. Dayamani
(Signature and Date)

Official Certification

This is to certify that K. Dayamani

(Name of the student) Reg. No. 12006015 has completed his / her Internship in TECH IN IT PVT. LTD (Name of the Intern Organization) on Medical Coding

(Title of the Internship) under my supervision as a part of the partial fulfillment of the requirement for the award of Degree of BSC . BZC in the Department of Sri. Y.N. college (Name of the College).

This is accepted for evaluation.



Endorsements

Faculty Guide

Head of the Department

BN Ratnam
Principal

PRINCIPAL
Sri Y.N. College (Autonomous)
NAAC Accredited 'A' Grade College
NARSAPUR - 534 275, W.G.Dt, (A.P)

Certificate from Intern Organization

This is to certify that K. Dayanuni (Name of the intern)
Reg. No 1200 6015 of Sri. Y.N. College (Name of the
College) underwent internship in TECH IN PVT LTD (Name of the Intern
Organization) from April - 1 - 2023 to July - 15 - 2023

The overall performance of the intern during his / her internship is found to be
Satisfactory (Satisfactory / Not Satisfactory).



Acknowledgments

I express my deep sense of gratitude to Md. Saddam , our internship guide at TECH IN IT PROCESSES PVT. LTD. and all the Management of TECH IT for providing me the opportunity with all the faculty that was required.

I am thankful to the principal Dr. A.P.V Appa Rao for their immense cooperation for extending me their valuable cooperation.

CONTENTS OF MEDICAL CODING COURSE

- Contents
To Healthcare System In United States
- Introduction
 - Medical Terminology
 - i, Prefix
 - ii, Root word
 - iii, Suffix
 - Anatomical Positions in Human Body
 - Body Cavities in Human Body
 - Body Systems
 - iv, Dermatology
 - v, Musculoskeletal system
 - vi, pulmonology
 - vii, Cardiology
 - viii, Gastroenterology
 - ix, Genitourinary system
 - x, Cynaecology & Obstetrics
 - xii, Endocrinology
 - xiii, Immunology
 - xiv, Hematology
 - xv, Lymphatic System

Learning About ICD 10 CM Guidelines

Learning About CPR Guidelines

CHAPTER1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

MEDICAL CODER

A Medical Coder translates details from a patient's medical documents, such as physician's notes, lab reports, procedures, and diagnoses. Medical coders maintain accurate medical records.

Health care providers and insurance companies use those standardized codes for billing and record keeping.

USE OF MEDICAL CODING

Medical coding's primary use is to ensure medical billing and insurance carriers pay and process claims correctly, but the system is also valuable for research purposes and basic medical record keeping for patients.

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~~CONTENTS OF~~

What If Coder Does Error in Medical Coding

Medical coding is the life-blood of a practice. That is how the services you provided are transformed into billable revenue. Failure to provide correct coding can cause them payments to be delayed, denied, or limited.

CHAPTER 2 : OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, about the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

TECH IN IT process private LTD is a training and development oriented company which strives for the core level skill development of the students who were seeking for good knowledge in their course subjects.

* Tech in IT mission and vision is to expand their wings to each & every metro cities and small town in south India and to develop the students core knowledge and help the student to find good job in its core subjects.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during the Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

My daily activities in Internship is to follow the schedule designed by Techin.

Tech in has vast lab any good infra, is provides laptops for each student practice section which is extremely helpful to gain practical knowledge

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
1/04/2023 Day-1 Saturday	Introduction to us health care	System of health care	
3/4/23 Day-2 Monday	Introduction to us Health care	System of health care	
4/4/23 Day-3 Tuesday	Anatomy & Terminology	Anatomy & Terminology	
5/4/23 Day-4 Wednesday	Holiday	Anatomy & Terminology	
6/4/23 Day-5 Thursday	Anatomy & Terminology	Anatomy & Terminology	
7/4/23 Day-6 Friday	Anatomy & Terminology	Anatomy & Terminology	

WEEKLY REPORT

WEEK-1 (From Dt 1/4/23 to Dt 7/4/23.....)

The objective of the Activity Done:

Detailed Report:

Introduction to us health care
differences between India and us in health
care patient , provider and payer relationship
importance and significance of coding in
today's world . learn terminology -root word
suffix , prefix and combining forms

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-ChargeSignature
10/4/23 Day-1 Monday	Dermatology Part-I	Anatomy & Terminology	S
11/4/23 Day-2 Tuesday	Dermatology Part-II	Anatomy & Terminology	S
12/4/23 Day-3 Wednesday	Musculo skeletal Systems Part-1	Anatomy & Terminology	S
13/4/23 Day-4 Thursday	Musculo skeletal Systems part-2	Anatomy & Terminology	S
14/4/23 Day-5 Friday	Holiday		S
15/4/23 Day-6 Saturday	Musculo skeletal System part-3	Anatomy & Terminology	S

WEEKLY REPORT

WEEK-2 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Learn integumentary system functions of skin, diseases of skin or integumentary system. Detailed explanation and analysis of musculoskeletal system and diseases of musculoskeletal system.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person- In-Charge Signature
17/04/2023 Day-1 Monday	Pulmonology Part - 2	Anatomy & Terminology	S
18/04/2023 Day-2 Tuesday	Pulmonology Part - 2	"	S
19/04/2023 Day-3 Wednesday	Pulmonology Part - 3	"	S
20/04/2023 Day-4 Thursday	Otolaryngology Part-I	"	S
21/04/2023 Day-5 Friday	Otolaryngology Part-II	"	S
22/04/2023 Day-6 Saturday	Holiday	"	

WEEKLY REPORT

WEEK-3 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

learned effective working of
lungs and diseases related to
pulmonology and otolaryngology.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person- In-Charge Signature
24/04/2023 Day-1 Monday	Otolaryngology Part- III	Anatomy & Terminology	
25/04/2023 Day-2 Tuesday	Cardiology Part - I	"	
26/04/2023 Day-3 Wednesday	Cardiology Part II	"	
27/04/2023 Day-4 Thursday	Cardiology Part .III	"	
28/04/2023 Day-5 Friday	Gastro Entrology Part -2	"	
29/04/2023 Day-6 Saturday	Gastro Entrology Part -I	,	

WEEKLY REPORT

WEEK-4 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explained on circulatory system and blood flow through the heart; problems related to blood pressure and common problems like aneurysm, atherosclerosis, heart diseases, high blood pressure and varicose veins.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person- In-ChargeSignature
1/05/2023 Day-1 Monday	Holiday		S
2/05/2023 Day-2 Tuesday	Gastro enterology Part - III	Anatomy & Terminology	S
3/05/2023 Day-3 Wednesday	Genito urinary Systems P- I	"	S
4/05/2023 Day-4 Thursday	Genito urinary System Part - II	"	S
5/05/2023 Day-5 Friday	Genito urinary System Part - III	"	S
6/05/2023 Day-6 Saturday	Gynaecology and obstetrics part 2	"	S

WEEKLY REPORT

WEEK-5 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

An introduction to digestive system explanations of functions and diseases respiratory system and excretory system, mechanism of excretion in human and diseases of genito urinary system.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
8/05/2023 Day-1 Monday	Gynaecology and obstetrics Part - II	Anatomy & Terminology	
9/05/2023 Day-2 Tuesday	Gynaecology and obstetrics Part - III	Anatomy & Terminology	
10/05/2023 Day-3 Wednesday	Endocrinology Part-I	Anatomy & Terminology	
11/05/2023 Day-4 Thursday	Endocrinology Part-II	Anatomy & Terminology	
12/05/2023 Day-5 Friday	Endocrinology Part-III	Anatomy & Terminology	
13/05/2023 Day-6 Saturday	Immunology	Anatomy & Terminology	

WEEKLY REPORT
WEEK-6 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Endocrine System and its
hormone - Diseases of endocrine system
like bra diabetes, hypothyroidism graves
diabetes, cushings syndrome eddison's
diseases.

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ACTIVITY LOG FOR THE SEVEN-WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
15/05/2023 Day-1 Monday	Lymphatic Part - I	Anatomy & Terminology	S
16/05/2023 Day-2 Tuesday	Lymphatic Part-II	Anatomy & Terminology	S
17/05/2023 Day-3 Wednesday	Hematology	Anatomy & Terminology	S
18/05/2023 Day-4 Thursday	Introduction to Patho physiology	Patho physiology	S
19/05/2023 Day-5 Friday	Disease of skin	Patho physiology	S
20/05/2023 Day-6 Saturday	Diseases of eye	Patho physiology	S

WEEKLY REPORT

WEEK-7 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Introduction to lymphatic system and its functions diseases related to lymphatic system. Explanation of hematology and pathophysiology and diseases of skin & eye.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
22/05/2023 Day-1 Monday	Diseases of ears	Patho physiology	S
23/05/2023 Day-2 Tuesday	Diseases of nose & throat	Patho physiology	S
24/05/2023 Day-3 Wednesday	Diseases of respiratory tract	Patho physiology	S
25/05/2023 Day-4 Thursday	Diseases of skeletal system	Patho physiology	S
26/05/2023 Day-5 Friday	Diseases of muscular system	Patho physiology	S
27/05/2023 Day-6 Saturday	Diseases of circulatory system	Patho physiology	S

WEEKLY REPORT

WEEK-8 (FromDt.....toDt:Dt.....)

The objective of the Activity Done:

Detailed Report:

International classification of
diseases and explanation on fur, nose,
and throat, respiratory tract, skeletal
system, muscular system and circulatory
system.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
29/05/2023 Day-1 Monday	Diseases of digestive system	Patho physiology	S
30/05/2023 Day-2 Tuesday	Diseases of genito urinary system	Patho physiology	S
31/05/2023 Day-3 Wednesday	Diseases of pregnancy	Patho physiology	S
1/06/2023 Day-4 Thursday	Diseases of Endocrine system	Patho physiology	S
02/06/2023 Day-5 Friday	Diseases of immunology of lymphatic system	patho physiology	S
3/06/2023 Day-6 Saturday	Diseases of hematology	patho physiology	S

WEEKLY REPORT

WEEK-9 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explanation on functions and diseases of digestive system, genito urinary system, pregnancy, endocrine system, immunology and lymphatic system; and hematology.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
5/6/23 Day-1 Monday	International Diseases of digestive classification system & dietary (ICD 10-cm)	ICD classification	S
6/6/23 Day-2 Tuesday	ICD 10-cm Part - I	ICD classification	S
7/6/23 Day-3 Wednesday	General ICD Guidelines part - I	ICD classification	S
8/6/23 Day-4 Thursday	General ICD Guidelines part - II	ICD classification	S
9/6/23 Day-5 Friday	Convenation Guidelines	ICD classification	S
10/6/23 Day-6 Saturday	Chapter specific Guidelines	ICD classification	S

WEEKLY REPORT
WEEK-10 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

ICD 10-CM introduction and
giv delinen formatu and structure of ICD,
ux of codes for reporting purpos place
holder characte explanation of
7th charactre and abrivations.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
12/6/23 Day-1 Monday	Infection & Parastic diseases coding	ICD classification	S
13/6/23 Day-2 Tuesday	Neoplasm coding Part-1	ICD classification	S
14/6/23 Day-3 Wednesday	Neoplasm coding Part- II	ICD classification	S
15/6/23 Day-4 Thursday	Neoplasm coding Part- II	ICD classification	S
16/6/23 Day-5 Friday	Coding of endocrine, Nutritional & immunity disorder	ICD classification	S
17/6/23 Day-6 Saturday	Coding of diseases of blood and blood forming organs	ICD classification	S

WEEKLY REPORT
WEEK-11 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explanation of coding on infections and parasitic diseases coding, Neoplasm, endocrine, nutritional and immunity disorders, and diseases of blood and blood forming organs.

ACTIVITYLOGFOR THETWELFTHWEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-ChargeSignature
19/6/23 Day-1 Monday	Coding of mental disorder	ICD classification	S
20/6/23 Day-2 Tuesday	Coding of Nervous system diseases	ICD classification	S
21/6/23 Day-3 Wednesday	Coding of Circulation system diseases	ICD classification	S
22/6/23 Day-4 Thursday	Coding of respiratory system diseases	ICD classification	S
23/6/23 Day-5 Friday	Coding of digestive system diseases	ICD classification	S
24/6/23 Day-6 Saturday	Coding of genito urinary system diseases	ICD classification	S

WEEKLY REPORT
WEEK-12 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explanation of coding on mental disorders, Nervous system diseases, circulatory system diseases, respiratory system diseases, digestive system diseases, and genito urinary system diseases.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
27/6/23 Day-1 <u>Monday</u>	Coding of Skin diseases	ICD classification	S
28/6/23 Day-2 <u>Tuesday</u>	Coding the congenital anomalies	ICD classification	S
29/6/23 Day-3 <u>Wednesday</u>	Coding the complications of pregnancy child birth P-P	ICD classification	S
30/6/23 Day-4 <u>Thursday</u>	Coding the complications of pregnancy child birth Part - I	ICD classification	S
30/6/23 Day-5 <u>Friday</u>	Coding the complications of pregnancy child birth part - II	ICD classification	S
31/6/23 Day-6 <u>Saturday</u>	Injury and poisoning Coding	ICD classification	S

WEEKLY REPORT

WEEK-13 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explanation of Coding on Skin
diseases, congenital anomalies, complications of
pregnancy child birth and injury and poising.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
3/7/23 Day-1 <u>Monday</u>	External causes of injury - E codes coding	ICD classification	
4/7/23 Day-2 <u>Tuesday</u>	Current procedural terminology (CPT)	CPT	
5/7/23 Day-3 <u>Wednesday</u>	Introduction to CPT	CPT	
6/7/23 Day-4 <u>Thursday</u>	Evaluation and management coding	CPT	
7/7/23 Day-5 <u>Friday</u>	Anesthesiology coding	CPT	
8/7/23 Day-6 <u>Saturday</u>	Pathology and laboratory coding	CPT	

WEEKLY REPORT
WEEK-14 (From Dt.....to Dt.....)

The objective of the Activity Done:

Detailed Report:

Explanation of coding on external causes of injury -E codes, current procedural terminology (cpt), Introduction to cpt, evaluation and management , anesthesiology , pathology and laboratory Coding.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person-In-Charge Signature
10/7/23 Day-1, <u>Monday</u>	Medicine coding	CPT	S
11/7/23 Day-2 <u>Tuesday</u>	CPT modifiers symbols and significance	CPT	S
12/7/23 Day-3 <u>Wednesday</u>	Health care common procedural coding systems (HCPCS)	HCPCS	S
13/7/23 Day-4 <u>Thursday</u>	Significance and usage of HCPCS	HCPCS	S
14/7/23 Day-5 <u>Friday</u>	Types of HCPCS	HCPCS	S
15/7/23 Day-6 <u>Saturday</u>	Modifiers level -2 HCPC	HCPCS	S

WEEKLY REPORT

WEEK-15 (From Dt.....to Dt

The objective of the Activity Done:

Detailed Report:

Explanation of medicine coding, CPT modifiers, symbols and significance, health care common procedural coding system (HCPCS), significance and usage of HCPCS, types of HCPCS, and modifiers level -2 HCPCS.

CHAPTER 4: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space, and ventilation, etc.)

My work environment is made up of the elements that can affect my day. To productivity including when, where and how I work during my career development I can pursue opportunities that provide a comfortable work environment that promote my success and align with my core values.

* To interact with people in techin it is very friendly and project a positive mood by smiling. My intern company provide facilities to me that are provide laptop to practice.

Q. Here maintenance is very clean & comfortable to us. and time management is available. to come to office without any regret. Here mutual support & teamwork is very effectively

Describe the real-time technical skills you have acquired (in terms of the job - related skills and hands-on experience)

The real-time technical skills that we have acquired during the whole internship programme are:

* Attention to detail

Insurance carriers, health care providers, and patients all rely on the accuracy of medical records. Therefore, attention to detail is must, as is proficiency in the coding systems.

* computer skills

* medical terminology,

As medical coders rely on extensive medical terminology, and codes.

* Time management

* communication

* Accuracy on coding

* problem solving

Ensuring medical documents are free from grammatical and typo errors.

Analysing and examining documents for missing information.

about coding related with insurance companies
Answering discrepancies and errors.
codes during the billing process.
correct application of universal

* High ethical standards
organization skills
- patience

* Knowledge or ability to learn software
systems quickly.
Having in-depth understanding of
anatomy, physiology, pharmacology and IT
mostly diseases.

Describe the managerial skills you have acquired (in terms of planning, leadership, teamwork, behavior, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I improved my communication skills through term work. Team work gives management skills and ability of traits needed to perform certain duties. It pertains to overseeing a team such as solving problems, communicating well & motivating colleague. Such skills learned through practical problem solving.

* I learned human relations, technical skills & conceptual skills.

* I improved my decision making.

* Weekly, I improved visionary, guiding, motivator, flexible & catalyst.

* Improved body language & tone of voice well at words.

* I learned skills on one decision view.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

I improved my oral communication by group discussion. Seminars. As well as I attended seminars and found myself doing origami for an hour & a half. I learned a lot from the seminar, that seminar environment speaks in comfortability. I learned from faculty how to pronounce a word and all. It makes me to talk efficiently and effectively.

I improved my skills by causal conversation.

Describe how could you enhance your abilities in group discussions, participation in teams, contribution as a team member, and leading a team/activity.

* Active

Enhancing abilities in group discussions, team participation, and leadership role is crucial for professional growth. Here's how I could work on improving these areas.

* Active participation in group discussions:

To enhance my abilities in group discussion I would actively engage listening attentively, contributing relevant ideas, and asking thoughtful questions.

* Effective team work and collaborations:

As a team member, I would strive to contribute effectively by actively participating in team activities, sharing my knowledge and skills and taking on assigned responsibilities.

* Communication and transparency:

I would actively share information, provide updates on progress, and encourage feedback from team members.

* Taking initiative to enhance my leadership skills within a team for activity, I would take initiative by identifying areas that need improvement or new opportunities for growth.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

- * In my internship job role i.e., medical coding it involves technology from the start it self as it was 'coding' for doctors and billing.
- * However, digital technologies in recent years has significantly helped in wide health care functions such as
- * data collections, research, Medical Coding
- * Mainly with health regulations & timely diagnosis and treatment.
- * The biggest advantage of using technology streamlining each function. saving time, reducing mechanical error that can affect the patient medical problem.
- * Until the 2000s most of the medical coding and billing was done manually, at it meant tremendous amount of paper work first for coding
- * Then billing the claim

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- * Mainly with health regulations & timely diagnosis and treatment.
- * The biggest advantage of coding using technology streamlining each functions.
- * Saving time, reducing mechanical error that can affect the entire medical process.
- * Until the 2000s most of the medical coding and billing was done manually, at it meant tremendous amount of paper work first for coding & then billing the claim

- * The paper work increased if insurance company denied payment due to coding or billing error.
- * the hospital billing software solution solve redifing the entire claim processing and payment collection task
- * The best advantage is streamlining the process and reducing errors, and the Medical staff can focus on managing better care for patients

EHR - Electronic health records - have also been quite valuable.

- * [Electronic] EHR help to maintain clear and complete patient records as compared to paper work.

Student Self-Evaluation of the Semester Internship

Student Name:	K. Daya mani			Registration No:	12006015
Term of Internship:	Medical	From:	April - 1	To:	July - 15
Date of Evaluation:	16/7/23				
Organization Name & Address:	TECH IN IT Pvt. Ltd				

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	(5)
2	Written communication	1	2	3	4	(5)
3	Proactiveness	1	2	3	4	(5)
4	Interaction ability with the community	1	2	3	4	(5)
5	Positive Attitude	1	2	3	4	(5)
6	Self-confidence	1	2	3	4	(5)
7	Ability to learn	1	2	3	(4)	5
8	Work Plan and organization	1	2	3	(4)	5
9	Professionalism	1	2	3	4	(5)
10	Creativity	1	2	3	4	(5)
11	Quality of work done	1	2	3	4	(5)
12	Time Management	1	2	3	4	(5)
13	Understanding the Community	1	2	3	4	(5)
14	Achievement of Desired Outcomes	1	2	3	4	(5)
15	OVERALL PERFORMANCE	1	2	3	4	(5)

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Daya Mani

Registration No: 12006015

Term of Internship:

From: April - 1

To: July - 15

Date of Evaluation: 16/7/23

Organization Name & Address: TECH IN IT PVT. LTD

Name & Address of the Supervisor
with Mobile Number

B. Sruthi ph. 95424234

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is the lowest and 5 is the highest rank.

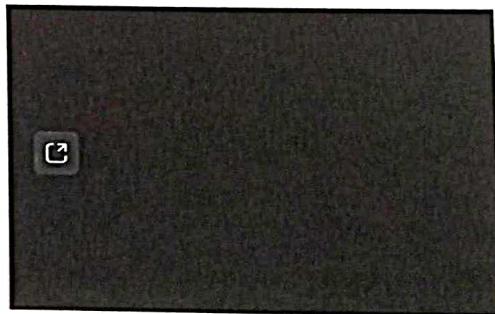
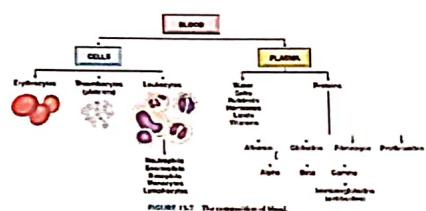
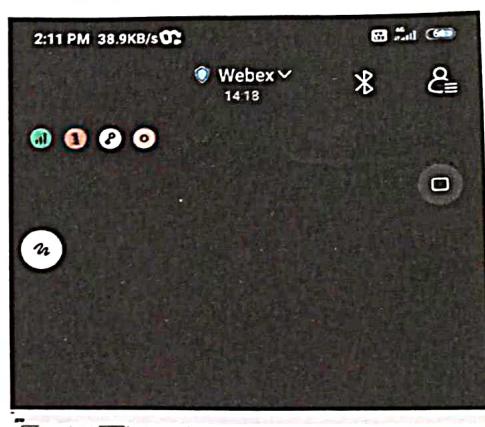
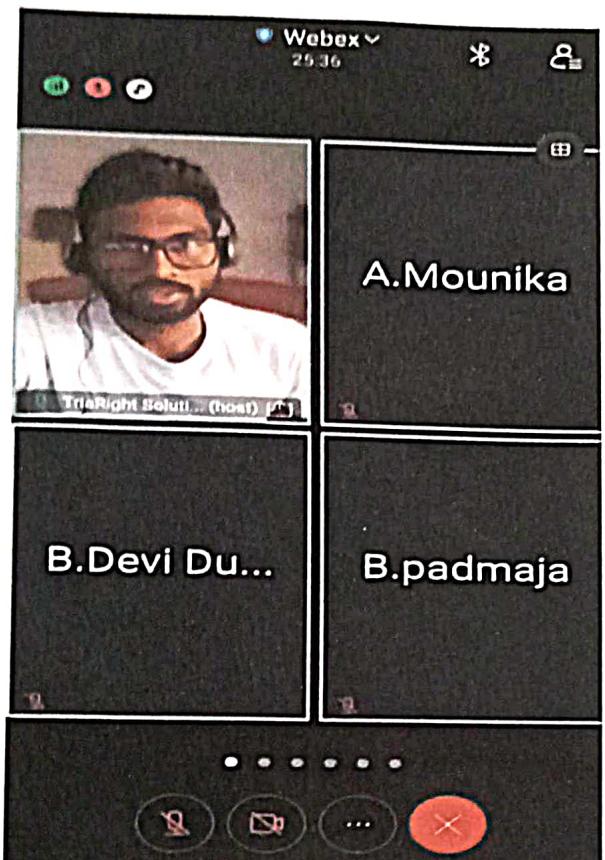
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with the community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

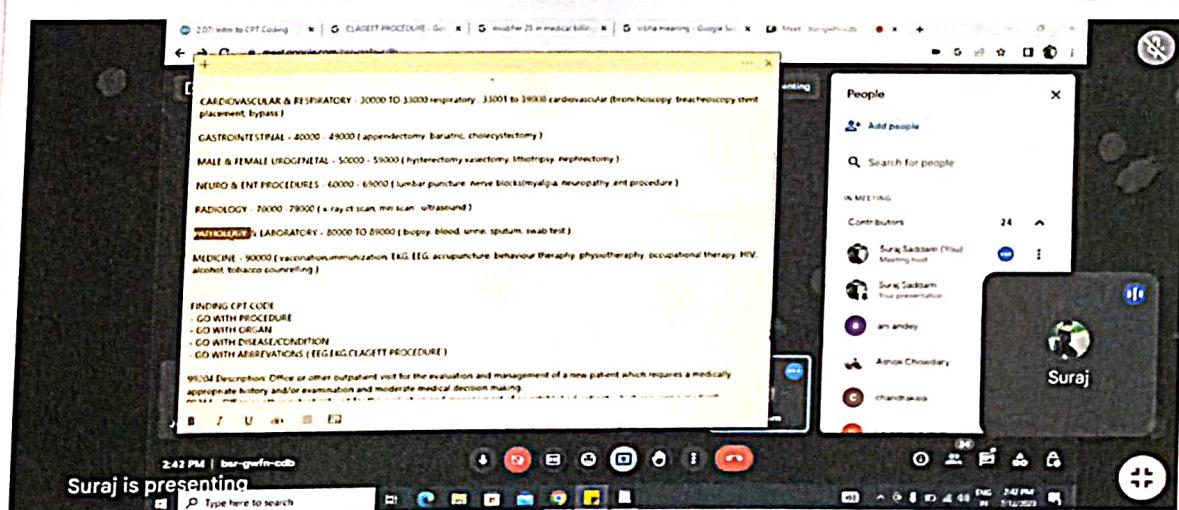
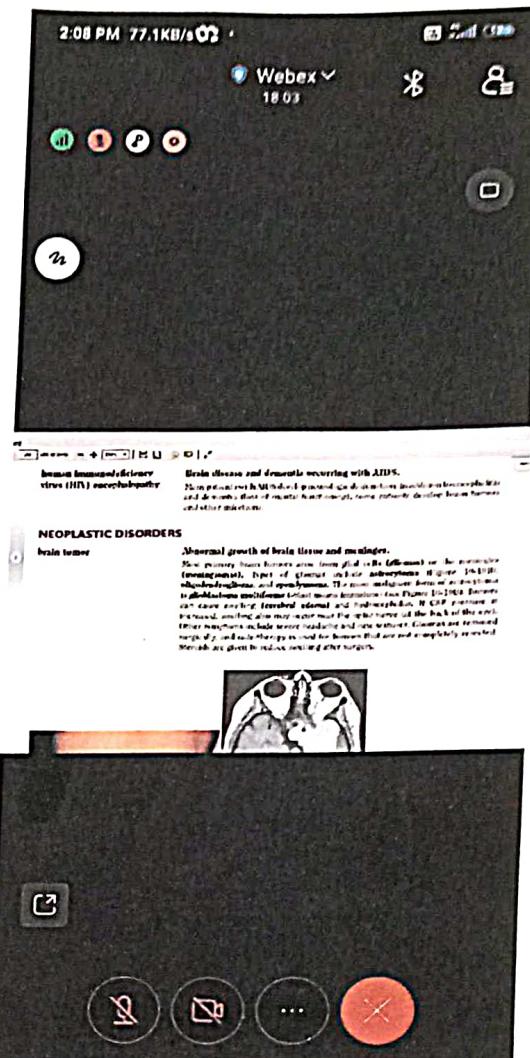
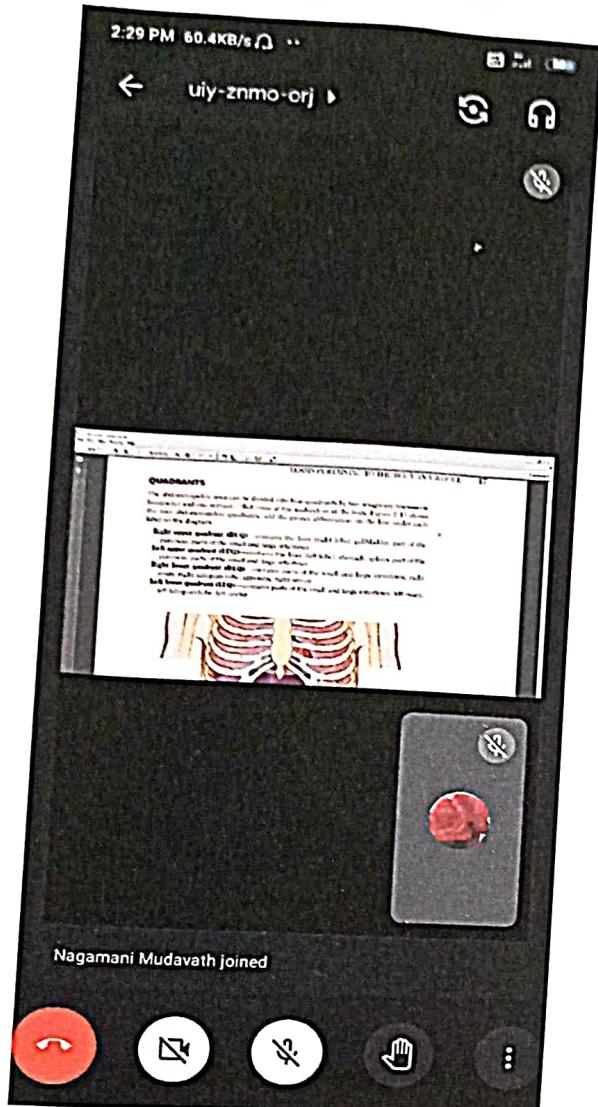
B. Sruthi
Signature of the Supervisor

Page

Date:

PHOTOS & VIDEO LINKS





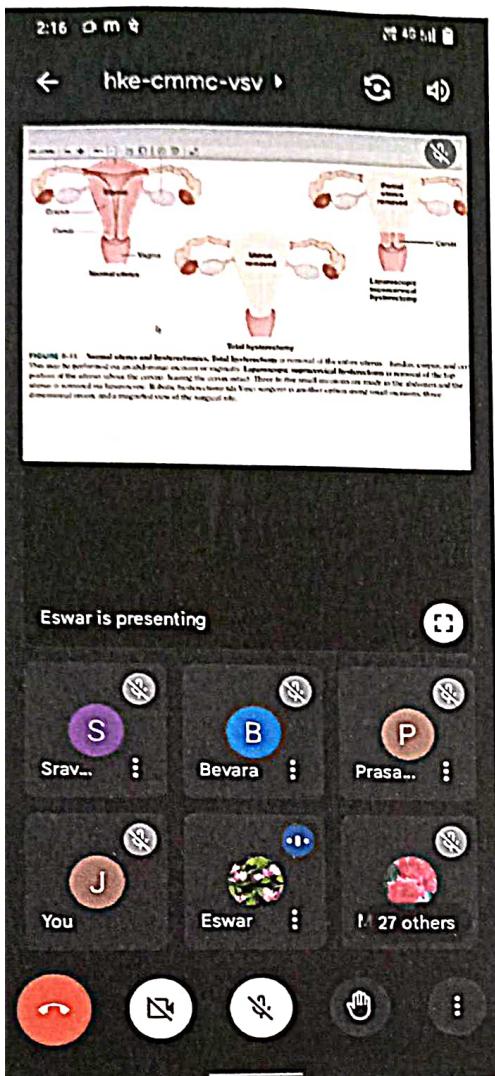
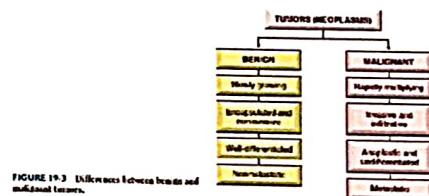


Figure 19-3 reviews the differences between benign and malignant tumors.



VIDEO LINKS

<https://www.triaright.co>

<https://www.99corporates.com/Company-Overview/TRIARIGHT-SOLUTIONS-LLP/CIN/ACA-1594>

<https://in.indeed.com/cmp/Triaright-Solutions-LLP/salaries?location=IN%2FTS%2FHyderabad>

https://www.simplyhired.co.in/job/NgtevMLRcR_7ev4W4evZ5O28--Otuw2M4OvOeUrEQJLdhpYuwDDUsA

EVALUATION

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives before graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva - Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered-
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description.
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

INTERNSHIP CERTIFICATE

This certification proves that **K.DAYAMANI** bearing pin no:12006015 From **SRI Y.N. COLLEGE (A),NARSAPUR** has completed the **INTERNSHIP** program at **TECHIN IT PROCESS PRIVATE LIMITED** from 1.04.2023 to 22.07.2023.

During his stay in the company as trainee he displayed enthusiasm, leadership self discipline and self motivation.

SIGNATURE

B. Shruthi
Operations Manager



TECHIN IT PROCESS PRIVATE LIMITED

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Email Id : hr@techinitprocess.com, Cell No. 7995726684, 7993199778,9666884378.
GST.37AAICT1453D1ZH, Incorporation no. U74999AP2020PTC115987, UDYAM-AP-06-0002688

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