

# ***S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)***

## ***Department of Biochemistry***

### ***Training Program***

#### **CERTIFICATE COURSE IN MEDICAL CODING**

**Date: 10/12/2018 to 10/01/2019**

**Students participated: II, III BSc- MBC, BZC Program students**

**Resource person: **Trainer from VAWE Institute of Technical****

**Training Mrs. P. Swathi**

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**Reported by Syed Vaziha Tahaseen**

The department of biochemistry has taken the initiative to start a training program in Medical coding. Medical coding is the **process of translating crucial medical information into simple codes to document medical records and for medical billing**. This standard medical coding system allows a more seamless transfer of medical records and more efficient analysis to track patients' health records. Many of the students, who are very interested in being selected in campus selections and getting immediate placements, need to be acquainted with the company's skills as Vijayawada city has many multispeciality hospitals and a massive need for medical translators. In this view, the department of biochemistry approached the **VAWE institute of technical** training to impart skills to students studying life sciences. Mrs. P.Swathi, the Trainer at the institute, came forward to provide training to our college students on the campus in addition to their regular college hours. The training program lasted for 30 days; students were introduced to all the technical knowledge required to work as a medical coder.

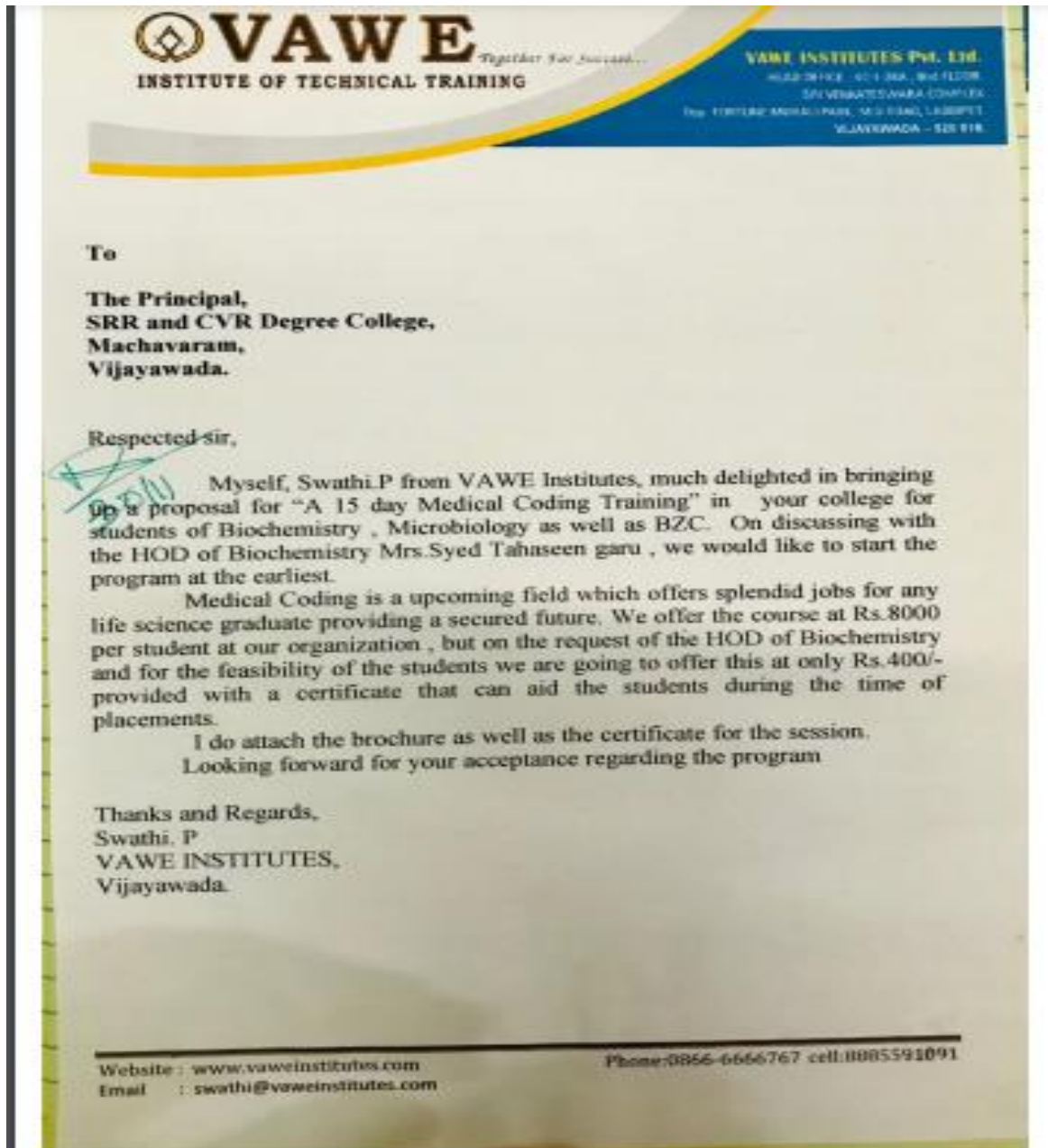
With the provided training, one of the students, Mr. Vishwanethry Kanuru, of batch 2017-2019, was selected as a junior executive in medical coding at **PhyCare services, IT PARK, Mangalagiri (offer letter-page no.**

**Acknowledgment:** We thank our principal, Dr. Velaga Joshi, for encouraging and giving permission to organize the program.

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## **Department of Biochemistry**

We also show our gratitude for the VAWE institute of technical training for proving the Trainer P.Swathi for teaching the classes. We also thank our computer department, HOD, for providing the lab to organize the classes.



Letter received from Trainer to the principal for organizing the classes in our college campus for 15 days initially, but the course was extended for another 15 days with



### TRAINING ON MEDICAL CODING

#### ABOUT US

VAWE is a leading life sciences, technical and management training institute providing a wide range of training programs for graduates of different backgrounds and shaping their career. Our organization was established in year 2014, by a group of professionals from IT, Clinical Research and Business Management with rich and varied experience at top levels.

VAWE today is one of the most prestigious institutions offering workshops, academic projects and educational programmes in many Engineering, Pharmacy and Degree colleges.

We are one such institute that offer courses for students of different origin developing their career in IT, Pharma and healthcare industry and We succeeded in supporting some of the top IT, Pharmaceutical and Healthcare companies to recruit high caliber and trained professionals.

#### TRAINING ON MEDICAL CODING

Medical coding is the transformation of healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes. Coders take medical reports from doctors diagnosis note, a prescription, and whatever procedures the doctor or healthcare provider performed on the patient, and turn that into a set of codes. Medical coding, an integral part of billing, is a major factor in obtaining insurance reimbursement as well as maintaining patient records.

Through this training we aim to discuss with students about different sets that are generally used by a coder to evaluate information from healthcare providers and patients to universal codes.

#### Topics to be discussed :

- Scope and career opportunities of Medical Coding
- Medical Terminologies
- Human Anatomy and Physiology
- ICD Conventions and guidelines
- Difference between earlier version and latest version of ICD
- CPT and HCPCS overview

#### Key Note Speakers

Program will be driven by the key trainers in the Industry who have practical hands on experience in their respective domain.

#### Registration fee

Rs 400/- per student, provided with certificate for the training program.

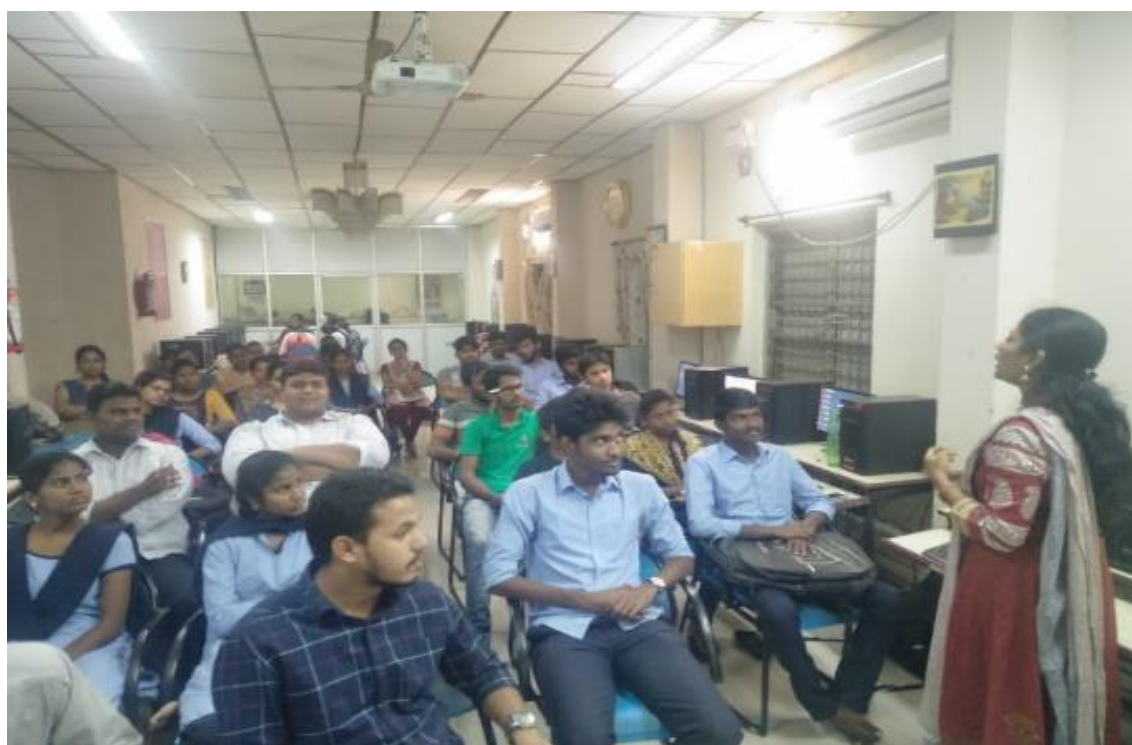
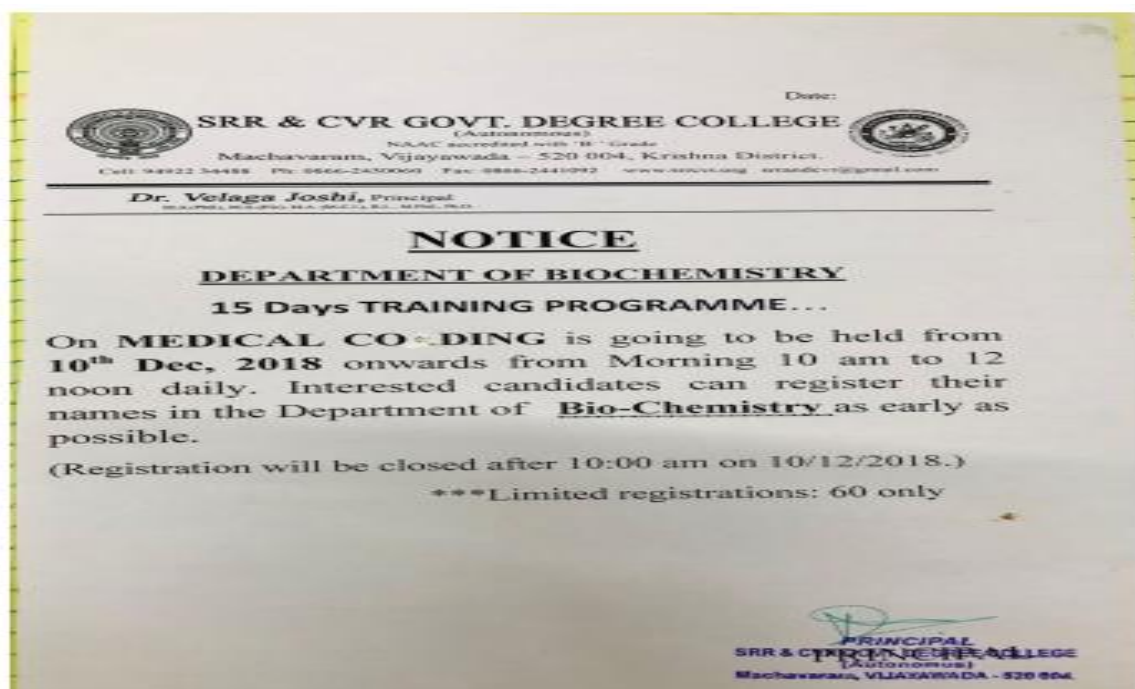
Website: [www.vaweinstitutes.com](http://www.vaweinstitutes.com)

Phone: 0866-6666767, cell : 8885591091

Email: [swathi@vaweinstitutes.com](mailto:swathi@vaweinstitutes.com)

# S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)

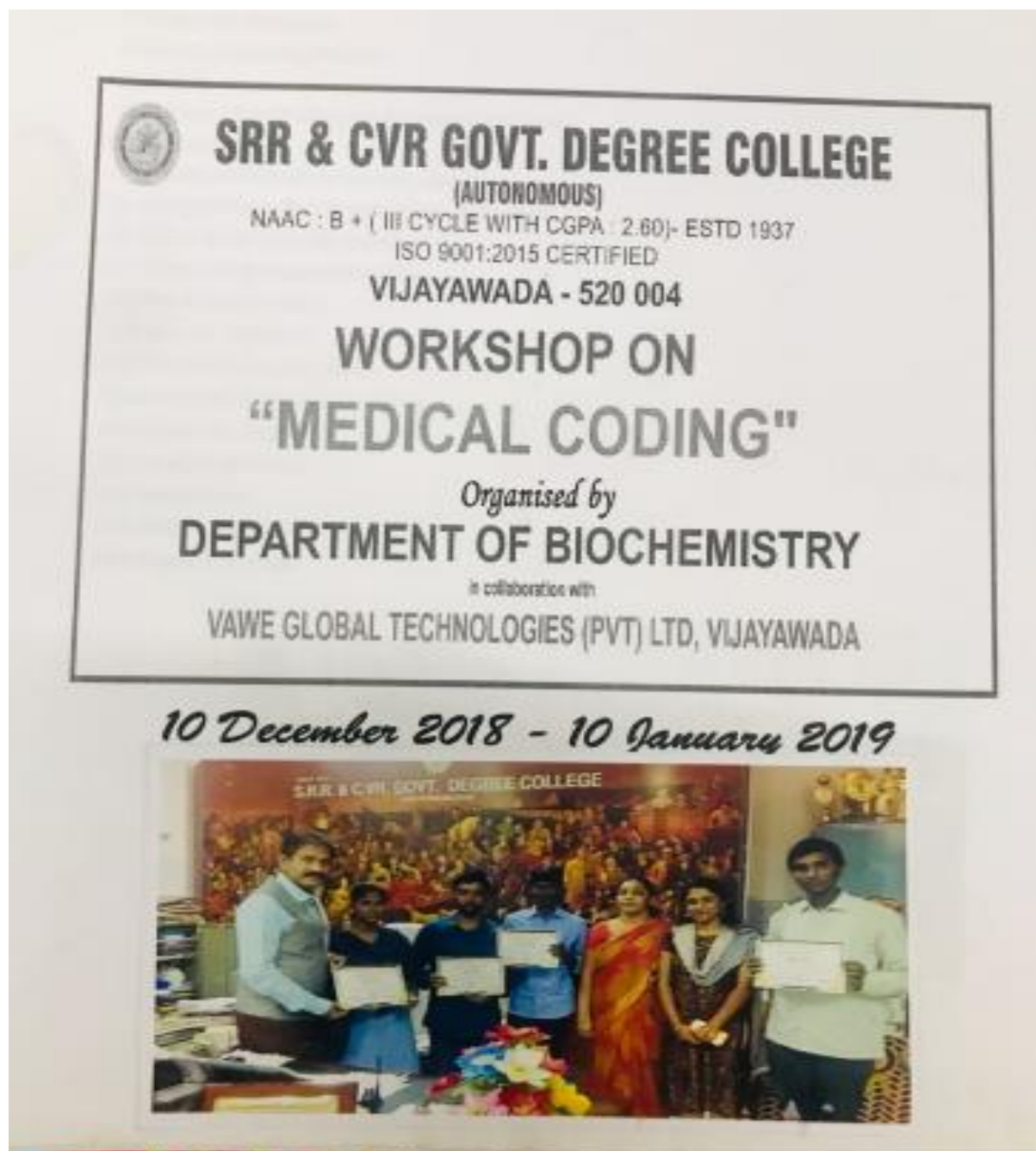
## Department of Biochemistry



Madam P.Swathi took the medical coding classes at the computer lab at our colleg

**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

***Department of Biochemistry***




**SRR & CVR GOVT. DEGREE COLLEGE**  
(AUTONOMOUS)  
NAAC : B + ( III CYCLE WITH CGPA : 2.60)- ESTD 1937  
ISO 9001:2015 CERTIFIED  
VIJAYAWADA - 520 004

**WORKSHOP ON**  
**“MEDICAL CODING”**

*Organised by*  
**DEPARTMENT OF BIOCHEMISTRY**  
*in collaboration with*  
VAWE GLOBAL TECHNOLOGIES (PVT) LTD, VIJAYAWADA

*10 December 2018 - 10 January 2019*



Our college principal Dr. Velaga Joshi awarded certificates to the students' for successfully completing the training program, appreciated the entire team for showing their efforts.

**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

**Department of Biochemistry**

S.R.R. & C.V.R. GOVT. DEGREE COLLEGE (AUTONOMOUS) -VIJAYAWADA-520004  
DEPARTMENT OF BIOCHEMISTRY  
Application Form  
TRAINING PROGRAMME ON MEDICAL CODING

Name of the candidate: Surname:- ALAMURU  
First name:- ALAMURU  
Last name:- SRAVANI  
Father's name: A. Sreenivasulu  
Date of birth: 17-10-1999

Gender:  Male  Female  Others

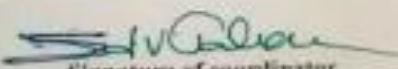
Address:  
Vijayawada Do.No.  
Ajitkising Nagar. 14,10,9

Phone number/s: 8309222098

Present study: II<sup>nd</sup> B.Sc (ATZC) Year: 2019 Group: BSc (ATZC)

College: S.R.R & C.V.R Govt Degree College

Basic computer knowledge:  Poor / Average / Excellent

Signature of candidate: A. Sravani.  
Signature of coordinator: 

Application form to be filled by the student at the time of admission in this program. **Total 47 life sciences students from the program MBC, BZC were enrolled.**

**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

**Department of Biochemistry**



Model copy of certificate awarded for the students who have completed their training.

### సర్టిఫికేషన్ కోర్సులతో ఉద్యోగ అవకాశాలు

ఉత్తర విద్య ఖర్చు చేసిన వారికి నేతరులతో ఉద్యోగ అవకాశాలు పెరుగుచున్నాయి. మహిళా కోటా సర్టిఫికేషన్ కోర్సులో పాఠ్య పుస్తకాలు, ఎనోలొజీ అండ్ సీమిల్ ప్రభుత్వ డిగ్రీ కళాశాల ప్రొఫెసర్ వెంకటేశ్వర్లు అయ్యల వారిచే నిర్వహించబడుతున్న ప్రైవేట్ టియర్ కోర్సులలో నాలుగో సంవత్సరం మొదటి కోటా సర్టిఫికేషన్ కోర్సు ముగిసిన కార్యక్రమం సోమవారం కళాశాలలో నిర్వహించారు. కోర్సు ఖర్చు చేసిన 80 మంది సర్టిఫికేషన్ అందించారు. కార్యక్రమంలో ఎం.ఎస్.ఎస్. విభాగాధిపతి ప.దేవత, పాస్, ఎస్. డి.ఎం.ఎస్. ప్రధాన విస్తీర్ణ తదితరులు పాల్గొన్నారు.

- రుణావతి



# S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)

## Department of Biochemistry

15 DAY MEDICAL

23

Name of student	11/12/18 Date	12/12/18 Day 1	13/12/18 Day 2	14/12/18 Day 3
1. Abdul Nazma	✓	✓	✓	✓
2. M. Chaitanyatharsh	✓	✓	✓	✓
3. K.S. Maharshi	✓	✓	✓	✓
4. R. Durga Rajewari	✓	R.D. Rajewari Lalitha Rajewari	✓	✓
5. L. Lalitha Bhargavi	✓	✓	✓	✓
6. Md. Sabid Ali	✓	-	-	-
7. T. Yashwanth	✓	✓	-	-
8. K. Vijay Krishna	✓	✓	✓	✓
9. A. Raghunatha Reddy	✓	-	-	-
10. Deepu V. Suresh	✓	✓	-	✓
11. Ch. Bhargavi	✓	✓	-	✓
12. A. Sravani (Agua)	✓	✓	✓	✓
13. P. Durga Bhavani	✓	✓	✓	✓
14. N. Leela Rajewari	✓	✓	✓	✓
15. A. Adi Lakshmi	✓	✓	✓	✓
16. M. Ratna Kumari	✓	✓	-	-
17. S. Keerthi (Bys)	✓	✓	✓	-
18. P. Narendha	✓	✓	✓	✓
19. N. Meghana	✓	✓	✓	✓
20. G. Sri Latha	✓	✓	✓	✓
21. P. Lavanya	✓	✓	✓	✓
22. M. Nysraavi	✓	✓	✓	✓
23. G. Rohita	✓	✓	✓	✓
24. B. Viswas	✓	✓	✓	✓
25. M. Ravi Teja	✓	✓	✓	✓
26. K. Anusarthesh	-	✓	✓	✓
27. K. Durga	-	✓	✓	✓
28. M. Manohar	-	✓	✓	✓
29. A. Madhu Niharika	-	✓	✓	✓
30. P. Lalitha	✓	✓	✓	✓

Enrolled students list

**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

**Department of Biochemistry**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
31) K. Bhavani	-	absent	absent	absent	-	absent	absent	absent	absent	-
32) G. Surya Prakash	-	✓	✓	✓	-	✓	✓	✓	✓	✓
33) K. Vichwa Nethy	-	absent	absent	-	-	-	absent	absent	absent	absent
34) D. Keerthi	-	Keerthi	Keerthi	Keerthi	Keerthi	Keerthi	-	Keerthi	-	-
35) D. Chandika	-	✓	✓	-	✓	✓	-	-	-	-
36) D. Manasa	-	✓	-	-	-	✓	-	✓	-	-
37) D. Sai Sri	-	✓	✓	✓	-	✓	✓	✓	-	-
38) B. Teja Nageshi	-	-	Teja	Teja	Teja	Teja	Teja	-	Teja	Teja
39) A. Vasantha	-	-	✓	✓	✓	✓	-	-	-	-
40) B. Haritha	-	-	✓	✓	-	✓	✓	✓	✓	-
41) P. Revanth	-	-	✓	✓	✓	✓	-	-	-	-
42) N. Anusha	-	-	✓	✓	✓	-	-	-	-	-
43) M. Karun Kumar	-	-	-	✓	-	-	-	-	-	-
44) P. Deepika	-	-	Deepika	Deepika	Deepika	-	Deepika	Deepika	Deepika	Deepika
45) M. Vamsi Nagesh	-	-	-	-	-	✓	✓	✓	✓	✓
46) K. Pavani	-	-	-	-	-	-	✓	✓	-	✓
47) G. Neelaja	-	-	-	-	-	-	-	✓	-	-

Student attendance





# S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)

## Department of Biochemistry

CODING TRAINING				
15/12/18 Day 4	18/12/18 Day 5	19/12/18 Day 6	20/12/18 Day 7	21/12/18 Day 8
	-	-		-
✓ P. Rajani	✓ P. Rajani	✓ P. Rajani	✓ P. Rajani	✓ P. Rajani
✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi
✓ P. Rajani	✓ P. Rajani	✓ P. Rajani	✓ P. Rajani	✓ P. Rajani
✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi
-	-	✓ P. Rajani	-	-
A. Lakshmi	Deepa	Deepa	Deepa	Deepa
-	-	-	-	✓
✓ A. Suman	✓ A. Suman	✓ A. Suman	A. Suman	A. Suman
P. Deepa	P. Deepa	✓ P. Deepa	P. Deepa	P. Deepa
✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi	✓ Lakshmi
✓ S. Aditi	-	-	-	✓ S. Aditi
✓ M. Ravi	✓ M. Ravi	✓ M. Ravi	M. Ravi	M. Ravi
-	-	✓ S. Keerthi	S. Keerthi	S. Keerthi
✓ P. Anand	✓ P. Anand	✓ P. Anand	P. Anand	P. Anand
✓ P. Anand	✓ P. Anand	✓ P. Anand	✓ P. Anand	✓ P. Anand
✓ G. S. S. Sita	✓ G. S. S. Sita	✓ G. S. S. Sita	G. S. S. Sita	-
✓ P. Anand	✓ P. Anand	✓ P. Anand	P. Anand	P. Anand
✓ M. Vidya	✓ M. Vidya	✓ M. Vidya	M. Vidya	M. Vidya
✓ G. Ravi	✓ G. Ravi	✓ G. Ravi	G. Ravi	G. Ravi
✓ B. Anand	-	✓ B. Anand	B. Anand	B. Anand
✓ P. Anand	✓ -	✓ P. Anand	P. Anand	✓ P. Anand
✓	-	✓	✓	✓
✓ K. Anand	-	✓ K. Anand	K. Anand	K. Anand
✓ M. Anand	✓ M. Anand	✓ M. Anand	M. Anand	M. Anand
✓ A. Anand	✓ A. Anand	✓ A. Anand	A. Anand	-
✓ P. Anand	✓ P. Anand	✓ P. Anand	P. Anand	P. Anand



S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)

Department of Biochemistry

	Day 9 22/12	Day 10 23/12	Day 11 24/12	
1. Abdul Nazma				
2. M. Chaitanya Hanish				
3. K.S. Maharshi				
4. R. Durga Rajeswari	RD Rajeswari		RD Rajeswari	
5. L. Lalitha Bhargavi	Lalitha Bhargavi			
6. Md. Shahid Ali				
7. T. Yetawini				
8. K. Vijay Krishna				
9. A. Raghunatha Reddy				
10. Deepa Viswanath	Deepa Viswanath			
11. Ch. Bhargavi				
12. A. Sravani (Apu)		A. Sravani	A. Sravani	
13. P. Durga Bhavani		P. Durga Bhavani	P. Durga Bhavani	
14. Niketa Rajeswari		Niketa Rajeswari	Niketa Rajeswari	
15. A. Adilakshmi				
16. A. Madhu Nikhita		A. Madhu Nikhita		
17. M. Ratna	M. Ratna	M. Ratna	M. Ratna	
18. S. Keerthi		S. Keerthi	S. Keerthi	
19. P. Narendra	P. Narendra			
20. Meghana N	Meghana N	Meghana N	Meghana N	
21. K. Anurag				
22. K. Durga	K. Durga		K. Durga	
23. G. Sri Latha			G. Sri Latha	
24. P. Lavanya	P. Lavanya	P. Lavanya	P. Lavanya	
25. P. Lalitha	P. Lalitha	P. Lalitha	P. Lalitha	
Vyshnavi				
G. Rohith			G. Rohith	
Viswas	Viswas	Viswas	Viswas	
Ravi Teja		M. Ravi Teja	M. Ravi Teja	
Manohar				



**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

**Department of Biochemistry**

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	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
1. B. Teja Naga Sai	✓	✓	✓	✓	✓	✓
2. P. Revanthi	-	-	-	✓	✓	-
3. G. Surya Prakash	-	-	-	✓	✓	-
4. D. Keerthi	-	-	-	✓	-	✓
5. D. Chandika	-	-	-	-	-	-
6. D. Manasa	-	-	-	-	-	-
7. D. Sai Sri	-	-	-	✓	-	-
8. K. Bhavani	-	✓	-	✓	✓	✓
9. K. Vishwa Netray	-	-	-	-	-	-
10. A. Vasanthika	-	-	-	-	-	-
11. B. Harika	-	-	-	-	-	✓
12. N. Anusha	-	-	-	-	-	-
13. M. Karan Kumar	-	-	-	-	-	✓
14. P. Deepika	-	-	-	-	-	✓
15. M. Vamsi Kiran	-	-	-	-	-	✓
16. K. Parvathi	-	-	-	-	-	✓
17. G. Meera	-	-	-	-	-	✓

**S.R.R.&C.V.R. GOVT.DEGREE COLLEGE(A)**

**Department of Biochemistry**



**Students successfully  
completed the  
Medical coding program**



**Letter of Appointment**

Date: 19 January, 2021  
Ref. Appt./MC/HR/01/2021

Dear Mr. Vishwanethry Kanuru,

We are happy to offer you the letter of appointment with following position in our Organization under the terms and conditions indicated below:

**Position: Junior - Executive**

**Department: Medical Coding - RCM**

**Date of Joining: 19 January, 2021**

Your consolidated salary and other benefits (CTC) have been fixed at **INR. 10,000.00 (Rupees Ten Thousand Only)** per month payable on the 5<sup>th</sup> of the subsequent month. The payment of salary and other benefits will be subject to the deduction of Income Tax in accordance with the provisions of the Income Tax Act, 1961, and provisions of other applicable statutes, as at the time of payment.

All statutory deductions viz., PF, Professional Tax, IT, if applicable, will be done as per the prevailing rules of the Government and employers' contribution, where applicable, will be paid to the concerned department to the credit of your account. Gratuity and other benefits will be as per law. And annual performance incentives will be as per Company policy.

**Income Tax Liability**

The Income Tax Liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time including TDS. You will have to work out your tax planning with us and advise us accordingly for IT TDS deduction failing which, the company will make the necessary calculations based on assumptions and deduct the TDS as shown above, in which case you will have to apply for refund of excess tax paid, if any, with IT Dept., on your own.

**The cost to the company (CTC) of your employment works out to INR. 10,000.00.**

**Probationary Period: (If mentioned as NIL in the period of probation, this section is not applicable to you)**

You will be on probation for a period of **Six Months** from the date of joining. Upon satisfactory completion of this period & after the background verification which should be positive, you may be confirmed in the regular cadre of the Company.

During the period of probation, in the event of your resignation/leaving the company you will be required to give 60 days' notice to ensure smooth transition/takeover of duties without loss to the Company. In cases where adequate notice is not given, salary for the period of shortfall will be deducted while carrying out the full and final settlement. Also, during the period of probation, the Company may terminate the services of an individual without assigning any reasons, but with a minimum of one-weeks' notice or salary in lieu thereof. However, the management reserves the right to waive or reduce the notice period required to be given by the employee based on special circumstances of each case. Subsequently, on confirmation, you will have to give 60 working days notice. In the event that requisite period of notice is not being given by the employee, they will be liable to compensate proportionately to the extent of salary and allowances due for the period of shortfall in notice period or as mentioned in relieving point.

**Professional Ethics**

You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved your services would be terminated with immediate effect, not withstanding other terms and conditions mentioned in the appointment letter.

**Performance Appraisal**

Your next review of salary will be done on satisfactory completion of one-year service with us, subject to your appointment being confirmed as permanent, if you have been appointed on a probationary basis. Your performance appraisal will be conducted as per prevailing Company's policy. There shall be no automatic increments expect performance based incentives that may be given as per the Company policy for rewarding the performance of individuals after one year. The performance will

in turn depend on the business prosperity appraisal of the whole business of the Company as conducted by the management. Your promotion to other positions or opportunities depends on your performance as mentioned above. And at point if your performance is not appreciated or not according to the standards then it can also be a negative appraisal or even no appraisal at all, until your performance is at par with others or as per the standards.

**General**

- You agree to devote your full time and ability to the Company and shall not engage yourself in other employment, business or vocation, whether part time or full time and whether with or without necessary benefits, without the prior written consent of the Company.
- You agree to comply with and abide by the policies, procedures, guidelines, code of conduct, standing orders and other rules and regulations of the Company that may currently be in force or that may be issued or communicated to you from time to time, through the Employees' Manual, Circulars, Notices or otherwise.
- Any payment, not due to you, but made to you by the Company as a result of clerical/supervisory lapse, though may have recurred, will not entitle you to such payments as a matter of right. Management has the right not only to stop such payments, once detected, but will also recover such payments made earlier from amounts payable to you subsequently.

**Offer letter received by Mr. Vishwanethry Kanuru, of batch 2017-2019, was selected as a junior executive in medical coding at PhyCare services, IT PARK, Mangalagiri.**