



# ARISE FOUNDATION

Regd. No : 74/2014

Youth Empowerment

Community Development  
Activities

Health & Education

## MEMORANDUM OF UNDERSTANDING

M1.1

This Memorandum of Understanding is made and entered into force this 10<sup>th</sup> day of April 2021

BETWEEN

Department of Zoology, Government Degree College, Khairatabad, Hyderabad – T.S

AND

ARISE FOUNDATION, located at 1-4-64/1A, Secunderabad, Hyderabad, 500080 (Herein called as ARISE) which expression shall, where the context so admits, mean and include its successors, representative and permitted assigns of the other parts.

Government Degree College, Khairatabad and ARISE Foundation enter into this agreement to promote academic and educational exchange and cooperation between the institutions towards the benefits of both the institutions.

### PREAMBLE

#### ABOUT THE INSTITUTION

M.2.1 Government Degree College, Khairatabad, which started functioning as New Government Degree College, Hyderabad was established in 1973 by the then Government of the combined state at Victoria Memorial Home, Saroornagar. A year later, in 1974, it was shifted to its present location, that is, at ChintalBasthi, Khairatabad.

Whereas the party of the first part is ARISE FOUNDATION which is a non-government organization working for the betterment of the society through various social programmes including vocational training courses for the youth with employment opportunities with considerable experience.

ARISE Foundation is providing training programmes in MEDICAL CODING AND MS EXCEL for all (B.Sc, M.Sc., students of Botany, Chemistry, Zoology, Biotechnology, Biochemistry, Microbiology, Bioinformatics, B. Pharma and M. Pharma students on various techniques in microbiology, molecular biology, biochemistry and Bioinformatics) with qualified faculty. With a vision to enhance the student's confidence and skillset boosting their career opportunities in the Healthcare industry.

## **ASSOCIATION FOR REGULATING INNER SOCIAL ENERGY**

Address : 1-4-64/1A, Vekateshwara Colony, Bholakpur, Hyderabad.  
Contact : 91 73865 40742 | +91 88859 99966 | Email : [arisefoundation.hyd@gmail.com](mailto:arisefoundation.hyd@gmail.com)

Scanned with CamScanner

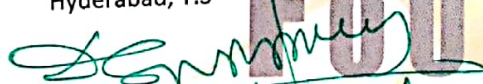
## TYPE OF WORK AND RESPONSIBILITIES

The two parties after considering their objectives and strength and after holding detailed discussion have agreed to have an understanding for collaboration in the areas of interest. The following areas of interest form the major part of MOU.

- Medical coding and Excel Classes shall be conducted online
- Medical Terminology, Basics of ICD, Coding and Billing along with MS Excel basic to advance concepts shall be taught to the enrolled students
- Record of student attendance shall be maintained separately and Assessments shall be conducted at the end of the course
- Students who shall qualify the minimum required score in assessment and attendance shall be honored with certification.
- After the students completing their graduation and those are seeking job assistance will be provided assistance in the placements.
- The training program will commence from 10<sup>th</sup> April 2021 and conclude on May 30<sup>th</sup> 2021

IN WITNESS WHEREOF THE parties here have signed this Memorandum of Understanding on 10<sup>th</sup> day of April 2021. The MOU will be in effect for the next 3 years.

For and One behalf of Department of Zoology  
Government Degree College,  
Khairatabad,  
Hyderabad, T.S

  
Signature  
10/4/2021  
Name Dr. RAMESH SINGH  
Designation PRINCIPAL  
Seal  
PRINCIPAL  
GOVERNMENT DEGREE COLLEGE  
KHAIRATABAD, HYDERABAD.

Witness (Name & Address)

1. Signature with date: P. Anuradha  
Name: P. ANURADHA.

2. Signature with date: K.V. Prasad  
Name: K. V. JAYA PRASADA RAO

For and One behalf of  
ARISE Foundation  
#1-4-64/1A, Musheerabad,  
Secunderabad, Hyd- 80, T.S

  
Signature  
Name T. NEELAKRISHNA MAHADEV  
Designation President  
Seal  
ARISE FOUNDATION  
REGD. NO.  
74/2014  
HYDERABAD

Witness (Name & Address)

1. Signature with date: B. Kiran Kumar  
Name: (B. Kiran Kumar)

2. Signature with date: Srikanta Joshi  
Name: Srikanta Joshi

## ASSOCIATION FOR REGULATING INNER SOCIAL ENERGY

Address : 1-4-64/1A, Vekateshwara Colony, Bholakpur, Hyderabad.  
Contact : 91 73865 40742 | +91 88859 99966 | Email : arisefoundation.hyd@gmail.com

Gpc Khairatabad

Department of zoology  
Certificate course in Medical coding & H.S. Advance Excel  
2021-22

Duration of the course: 40 days  
online mode.

This course is very useful to students as they can get employment in healthcare companies. Medical coding is the transformation of healthcare diagnosis, procedures, medical services and equipment into universal alphanumeric codes. This course is conducted in collaboration with "ARISE" foundation. The trainees of medical coding and ~~excel~~ H.S. Excel trained the students through online classes. 20 students have been trained in this course.

List of the students enrolled in the course.

S.No. Name of the student.

1. Attapu shivakumar
2. Chapidi Karthik
3. D. Anitha
4. Golla vasavi
5. J. Neelesh
6. K. Meghana
7. K. Lalitha
8. K. Radhika
9. L. Mohan Naik
10. M. Ganesh
11. D. Bhanusri
12. G. Manohar
13. N. Raju
14. Md. Saryraj
15. T. Balraj
16. B. Bhandavi
17. K. Chandana
18. V. Sujana
19. G. Sujja
20. N. Paslim,

This course is scheduled from 15.12.20 to 30.1.20

After the course an on line test was conducted.  
Certificates were issued to all the students.

Supra

Signature of J/C  
(Dr. Suprabha Panda)

Signature of course coordinator  
P. Anuradha

(Dr. P. Anuradha)

KSR

(Dr. K. VISAYA PRASADA RAO)

# Attendance

Name	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	31-Dec	01-Jan	02-Jan	03-Jan	04-Jan	05-Jan	06-Jan	07-Jan	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	21-Jan	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	Present Total	Absent Total		
	Wed	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon				
Attapu Shiva Kumar	P	A	P		P	A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	38	2	
Chapidi Karthik	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	40	0	
D Antha	P	P	P		P	P	P	A	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
Golla Vasavi	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	A		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
J Neelesh	P	P	P		P	P	A	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	37	3	
K Meghana	P	P	P		P	P	A	P	P	P		P	P	A	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	37	3	
K Lalitha	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	38	2	
K Radhika	P	P	P		A	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
L Mohan Nayak	P	A	P	Sunday	P	P	P	P	P	P	Sunday	P	P	P	P	A	P		P	P	A	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	A	P	P		P	P	P	P	P	35	5
M Ganesh	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
D Bhanusri	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
G Manohar	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	A	38	2
N Raju	P	P	P		P	P	P	P	P	P		P	P	A	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
Md sarfraz	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	40	0	
T Balraj	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
B Bhandavi	P	P	P		P	A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
K Chandana	P	P	P		P	P	P	P	A	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	
V Sriram	P	A	P		P	P	P	P	P	P		P	P	P	P	P	A		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	38	2	
G Srja	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	40	0	
N Taslim	P	P	P		P	P	P	P	P	P		P	P	A	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	39	1	

Suparna

# COURSE CONTENTS

## Medical Coding & Billing

- Basics of US Health Care
- Basics of Human Anatomy and Physiology
- Introduction to Medical Coding and Billing
- Revenue Cycle Management
- ICD – 10 Basics, HCPCS
- Denial Management, CPC, AR
- Insurance Policies, Medicare, Medicaid, BCBS

## Microsoft EXCEL

- Introduction to excel and Advantages
- User Interface, Tools and functions, Layout, Rows and Columns
- Different Spreadsheets in Market
- Navigating, Storing and Retrieving of Data
- Arithmetic functions, Value based Functions
- Home, Insert, Page Layout, Formulas, Data, Review and View Tabs,
- Advanced Function – VLOOKUP, HLOOKUP, dynamic array Functions
- Syntaxes, Formula Evaluation, Error Checking, Proofing and Data Validation
- Filters, Pivot Tables, Charts and Shapes
- Page Setup, Printing and adjusting margins and alignments
- Macros and Window Setup

# CERTIFICATE

of completion

This certificate is proudly presented to

**D. Anitha**

for successfully completing vocational course in

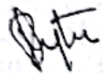
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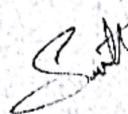
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To: 30-01-22

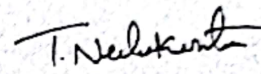
Certificate ID: EX-2022-642

Location: Hyderabad

  
Authorised Signatory

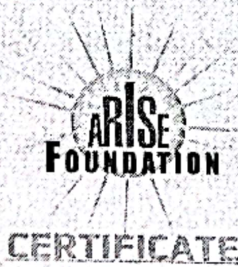
FOUNDATION  
  
Authorised Signatory



  
Authorised Signatory

Certificate ID  
MC-2022-584

Date: 20-January-2022  
Location: Hyderabad



ARISE Foundation awards this certificate to  
**L. Mohan Naik**

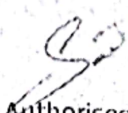
for successfully completing the vocational training course in

**MEDICAL CODING**

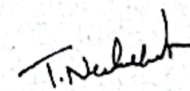
from **15-December-2022**

**30-January-2022**

  
Authorised Signatory

  
Authorised Signatory



  
Authorised Signatory

# IT End Term Assessment

Answer all the questions. Each question carries 2 Marks. Total 40 Marks

kvpr55@gmail.com [Switch account](#)



\* Required

Email \*

Your email

NAME \*

Your answer

BATCH NO \*

Your answer

2 points

Syntax of Hlookup \*

- =VLOOKUP(LOOKUP\_VALUE, TABLE\_ARRAY, COLUMN\_INDEX\_NUMBER, RANGE\_LOOKUP)
- =HLOOKUP(LOOKUP\_VALUE, TABLE\_ARRAY, ROW\_INDEX\_NUMBER, RANGE\_LOOKUP)
- =HLOOKUP(LOOKUP\_VALUE, TABLE\_ARRAY, COLUMN\_INDEX\_NUMBER, RANGE\_LOOKUP)
- NONE OF THE ABOVE





# Medical Coding Exam - ARISE Foundation

kvpr55@gmail.com Switch account

\* Required



Email \*

Your email

NAME (Capital Letters) \*

Your answer

Which word part means narrowing? \*

- megaly
- malacia
- stenosis
- necrosis

Which combining form means blue? \*

- Cyan/o
- Erythr/o
- Leuk/o
- Melan/o

