

# **ORIENTATION**

## **Simulated Medical Coding Internship, 2017/2018 Edition**

Introduction	page 2
<b>NOTE ABOUT SAVING WORK</b>	<b>page 3</b>
<b>NOTE ABOUT 2018 CODE UPDATES</b>	<b>page 3</b>
Logging In and Confidentiality	page 4
Lock Computer	page 7
Main Screen	page 8
Staff Directory	page 9
Modules and Reports	page 11
Exams	page 27
Final Exam (Instructor led course only)	page 29
Portfolio Builder	page 30
Exiting your Internship	page 34

## INTRODUCTION

Congratulations!

You are ready to begin your coding internship at South Padre Medical Center, a medical center located in South Padre, Texas. The Center is a partnership of four physicians affiliated with Texas Health Corporation, a managed care corporation located in Houston, Texas.



This internship will provide you with an opportunity to utilize your coding skills. The internship experience is a vital part of your education that serves as a capstone experience to demonstrate your level of expertise. We at the South Padre Medical Center want to do all we can to provide you with a successful experience.

You can expect that all employees will treat you with the respect that a professional member of our health care team deserves. Mutual respect is absolutely necessary to ensure that the Center has an environment conducive to superior patient care. On behalf of each member of the team, we're glad you are here and hope you find your experience challenging and rewarding.

Let's begin at the Login screen.

### **NOTE ABOUT SAVING WORK**

**As you begin your internship, it's important to note that this program DOESN'T save any work online.** Rather, you are able to record all of your progress and results by downloading from this program and then saving the files to your computer or portable storage device on a **per session basis**.

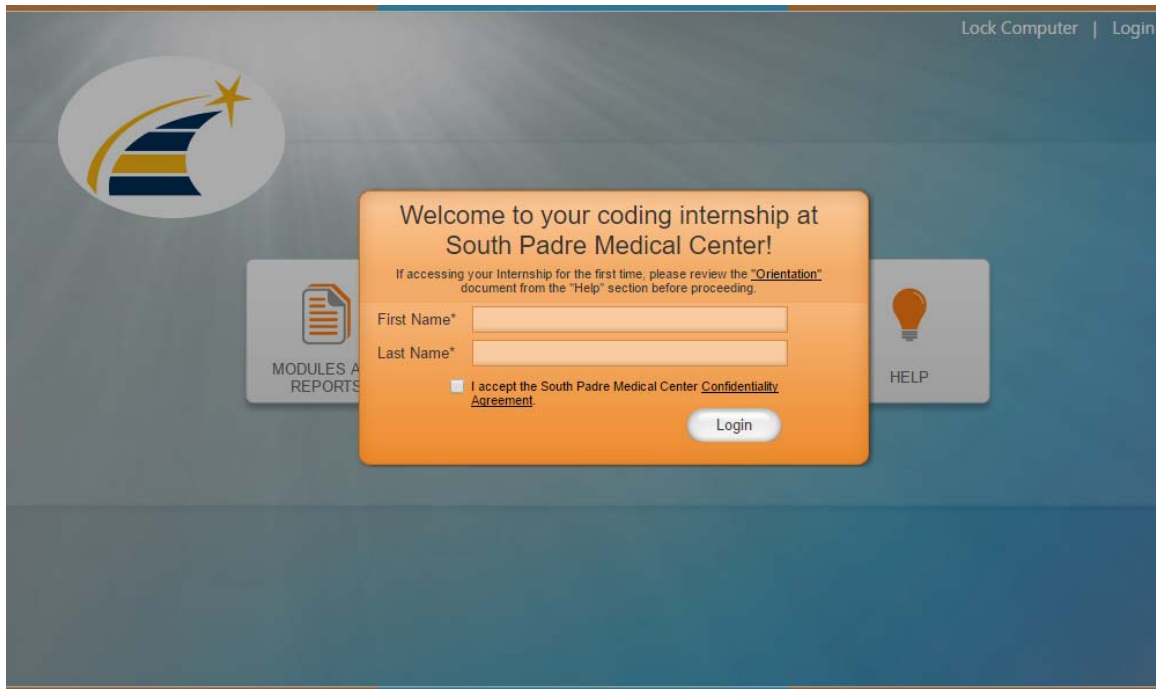
When you login, a new session will begin. When you logout or close the window, your session will end and all progress will be lost. In order to show proof of work during a session, you must download or print your work before exiting the program by accessing the "Portfolio Builder" feature (see the "Portfolio Builder" section of this Orientation for more details).

### **NOTE ABOUT 2018 CODE UPDATES**

To ensure you are practicing with the latest coding information available, **this application was automatically updated after the 2018 coding manuals were released.** Information regarding these updates can be found in the "Content Updates" section located in your Evolve Student Resources.

## LOGGING IN AND CONFIDENTIALITY

Here is the Login screen.



First, you'll need to accept the Center's confidentiality agreement.

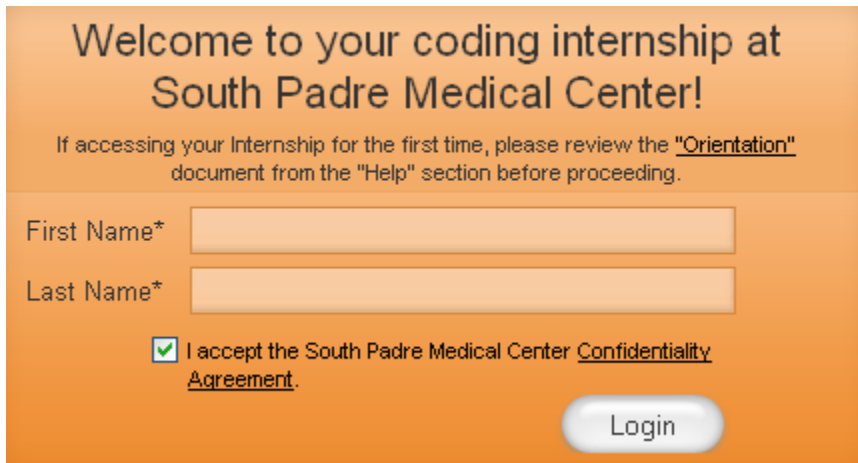
Every employee is required to read and sign the confidentiality agreement. Confidentiality is an essential legal aspect of every employee's job. Patients' names, addresses, telephone numbers, health status, and financial information are all confidential information. Even the fact that the patient is a South Padre Medical Center patient is confidential. Any verbal or written statements to or about a patient are considered protected health information.

You are allowed to access patient information only on a need-to-know basis. You must never access patient information that you do not have a work-related reason to access. Do not discuss patient information unless you need to do so in completion of your assigned tasks. If you should need to discuss patient information, please do so quietly. There are times when the patient or an insurance company will contact the Center requesting release of a patient's information. When you receive a request for release of information, you must verify that the release request has the signature of the patient or for a patient with a guardian, the signature of the legal guardian.

As an intern, you must submit each release of information request for approval before you can release any information about any patient to anyone. All medical documentation must be kept secure from being viewed by others. This includes appointment schedules, patient records, laboratory/pathology reports, surgery reports, insurance forms, financial information, telephone logs, and other documentation that contains patient information of any type. If you have medical documentation on your desk, make certain that it is kept secure in a location where others cannot view the documents.

The confidentiality of our patient information is an ethical and legal obligation that we take very seriously. We are also very serious about confidentiality in regards to our physicians and staff. You are a reflection of the Center in all you do and say, and what you say about the physicians and staff of the Center is very important. Professionalism and respect for the privacy of the physicians and staff of the Center is an expectation of all employees.

Click the "Confidentiality Agreement" link at the bottom of the orange login box, read the confidentiality agreement, and if you accept, click the box to the left of "I accept."



Welcome to your coding internship at South Padre Medical Center!

If accessing your Internship for the first time, please review the "[Orientation](#)" document from the "Help" section before proceeding.

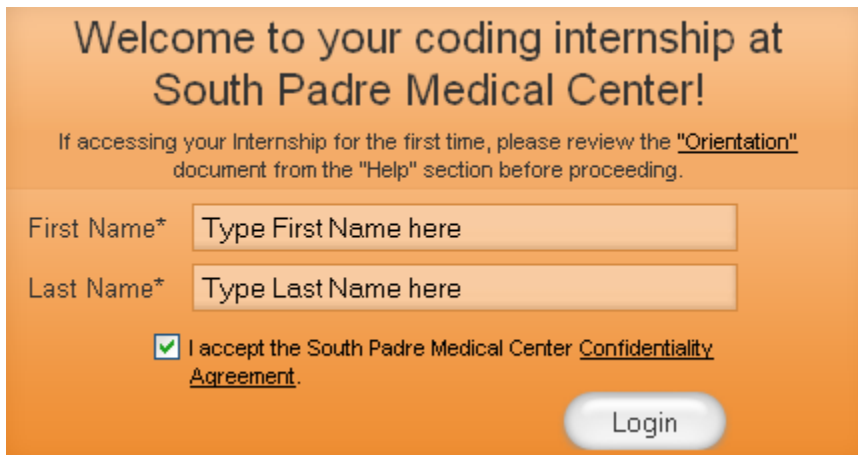
First Name\*

Last Name\*

I accept the South Padre Medical Center [Confidentiality Agreement](#).

Login

Once the confidentiality agreement has been accepted, enter your First Name and Last Name in the appropriate boxes and click the "Login" button.



Welcome to your coding internship at South Padre Medical Center!

If accessing your Internship for the first time, please review the "[Orientation](#)" document from the "Help" section before proceeding.

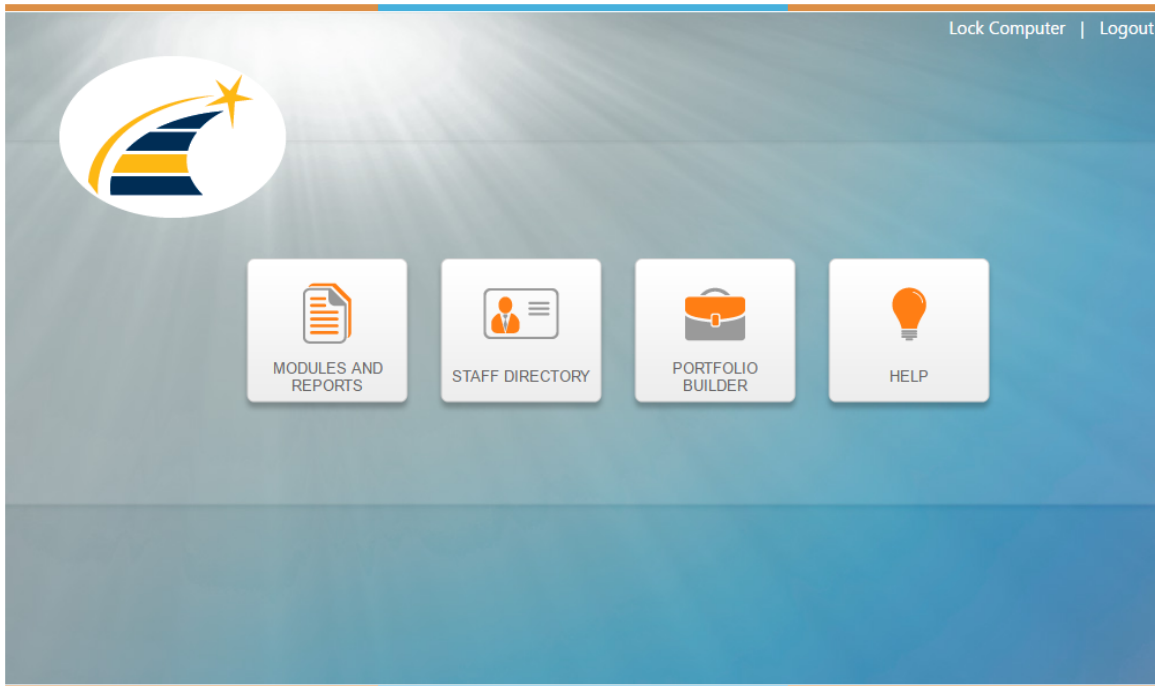
First Name\*

Last Name\*

I accept the South Padre Medical Center [Confidentiality Agreement](#).

Login

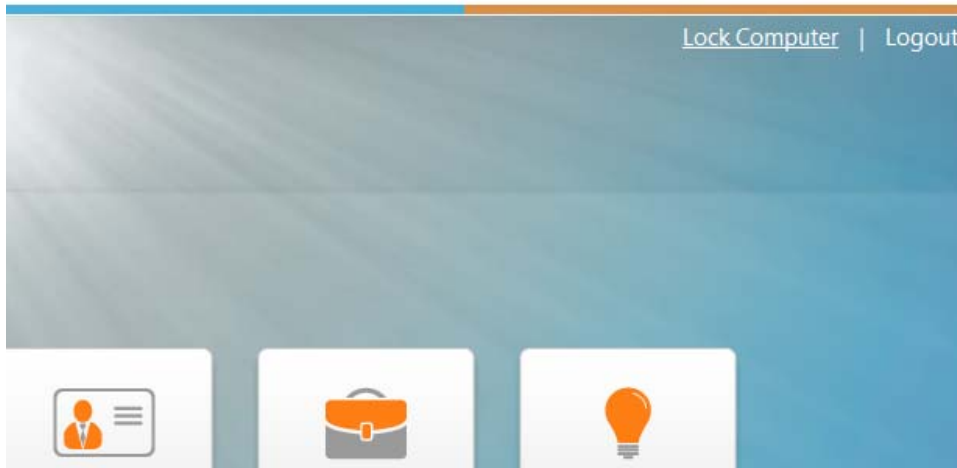
Excellent, you are now logged in. Note that once you have logged in, the display at the top of the screen will read "Logout."



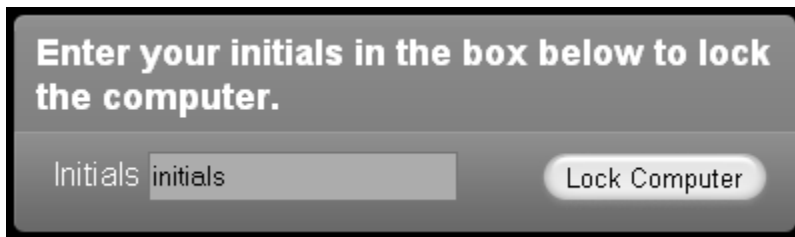
## LOCK COMPUTER

Notice the “Lock Computer” option at the top right of the screen.

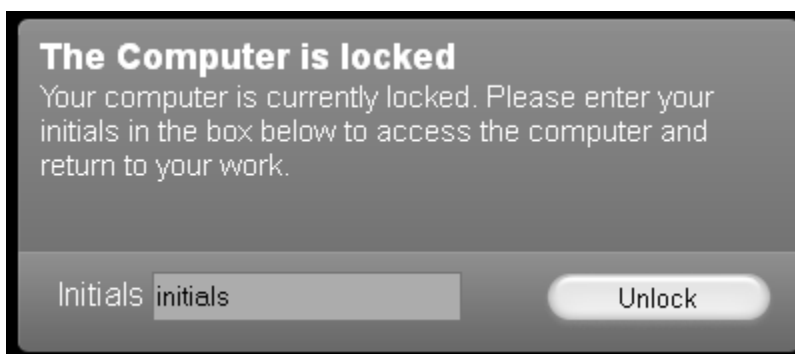
It is a violation of confidentiality if the computer screen displays patient information and you are not at your desk to ensure the privacy of the information. So, when you leave your desk, for any reason or any length of time, always click “Lock Computer.” This feature will obscure any information that was on your screen so that no one can view it while you are away from your computer.



To lock your computer, after clicking "Lock Computer," enter your initials in the box in the middle of the screen, and then click the "Lock Computer" button.

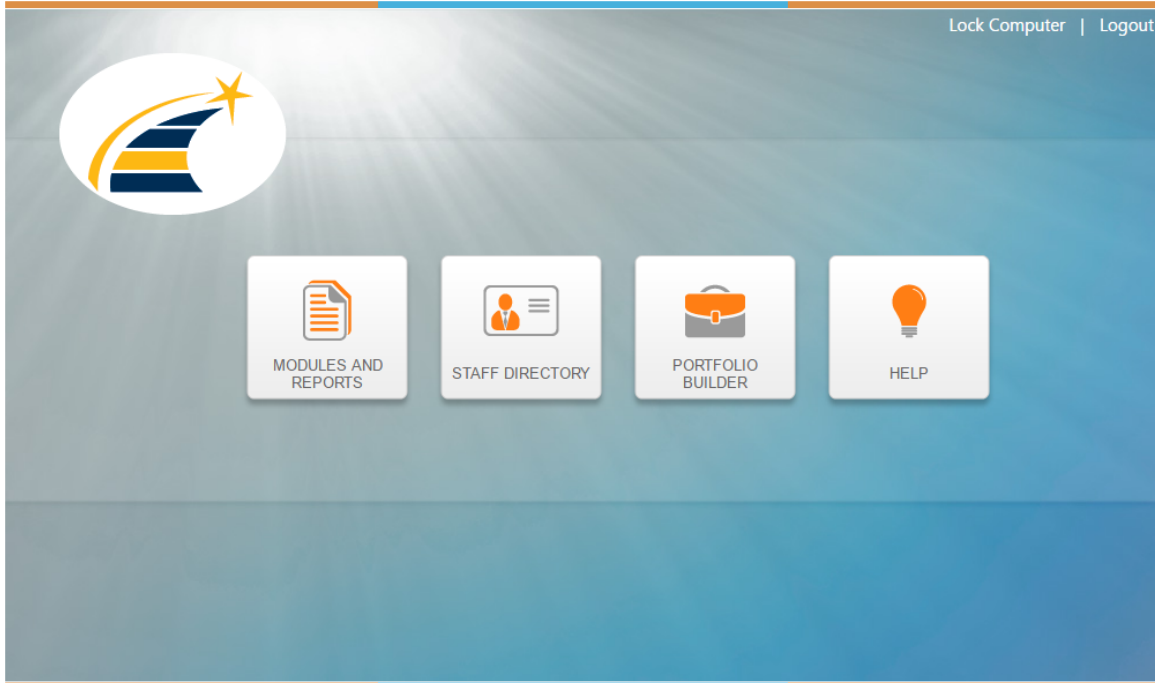


To unlock, enter your initials in the box in the middle of the screen, and then click "Unlock" to return to the main screen.



## MAIN SCREEN

There are four boxes in the middle of the screen that are labeled “Modules and Reports,” “Staff Directory,” “Portfolio Builder,” and “Help.” Let's look at each of these, starting with the “Staff Directory” box.

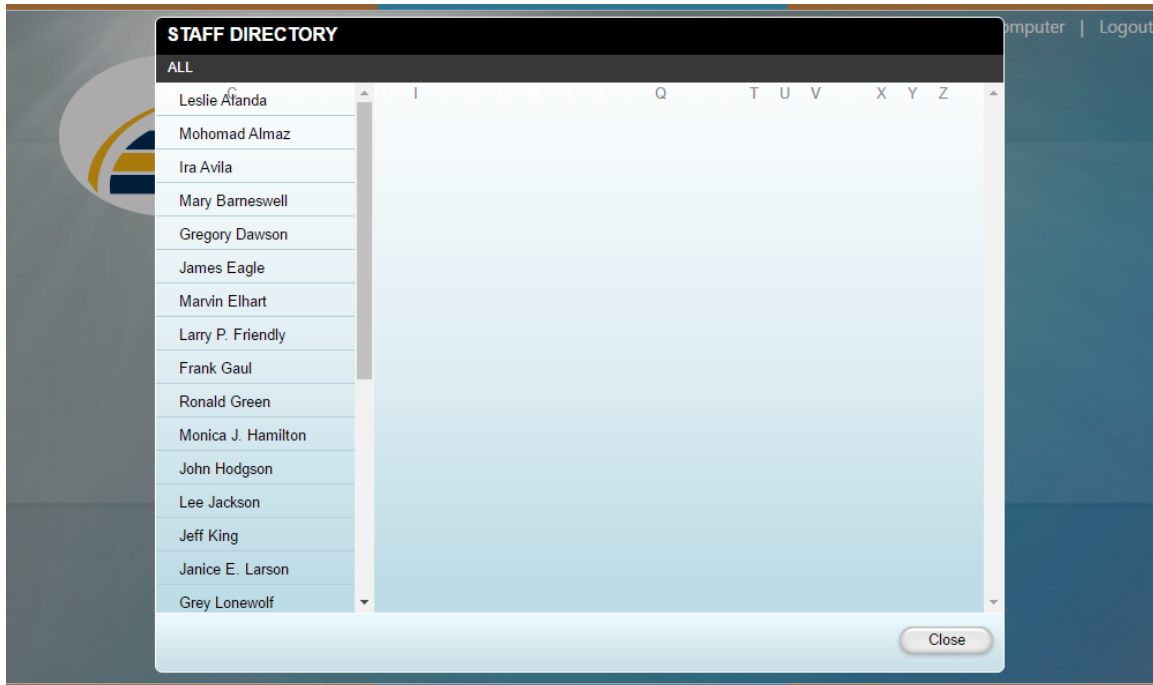




## STAFF DIRECTORY

The “Staff Directory” button brings up a table containing the biography of each staff member employed at the Center. If you want to view a staff biography, choose the appropriate staff member from the list.

Let's look at this feature and view some some examples.




When you click on a staff name it will become highlighted. You can then view that staff member's biography on the right.

**STAFF DIRECTORY**

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Leslie Alanda  
Mohomad Almaz  
Ira Avila  
Mary Barneswell  
Gregory Dawson  
James Eagle  
Marvin Elhart  
Larry P. Friendly  
Frank Gaul  
Ronald Green  
Monica J. Hamilton  
John Hodgson  
Lee Jackson  
Jeff King  
Janice E. Larson

**Name: Leslie Alanda**



Dr. Leslie Alanda's specialties are internal and vascular medicine. She is a member of the American Internal Medicine Association and also the National Vascular Association. She has been providing services the Houston area for 19 years. She also provides internal medicine coverage to South Padre Medical Center and for the hospital. Her nurse is Melinda Olsen.

Melinda Olsen, LPN, is a licensed practical nurse who earned her nursing degree at the University of Houston with an internship at South Padre Medical Center working with Dr. Alanda. She was employed by the center to provide nursing services for Dr. Alanda three weeks after completing the her nursing program.

Close

This biography provides some information about Dr. Alanda, such as her specialty and her credentials. The biography also contains information about Dr. Alanda's support staff.

When you click on a letter at the top, all staff that has a last name starting with that letter will be listed.

**STAFF DIRECTORY**

ALL A B C **D** E F G **H** I J K L M N O

Monica J. Hamilton  
John Hodgson

When finished, click the "Cancel" button at the bottom to return to the previous screen.

## MODULES AND REPORTS

This is the screen from which you will access the reports that you will be coding.

**(NOTE: The four boxes from the main screen are listed off to the right. Clicking any of these boxes will take you to that feature, just as if you had clicked them on the main screen).**

The screenshot displays a web application interface. At the top, a dark navigation bar contains a user profile icon, the text 'Intern Name', and links for 'Lock Computer' and 'Logout'. Below this, the main content area is divided into two sections. On the left, a box titled 'Modules' contains a numbered list of 18 medical specialties. On the right, four large, light-colored buttons are stacked vertically, each with an icon and a label: 'MODULES AND REPORTS' (document icon), 'STAFF DIRECTORY' (person icon), 'PORTFOLIO BUILDER' (briefcase icon), and 'HELP' (lightbulb icon).

Modules	
1	Evaluation and Management
2	Anesthesia
3	Cardiology
4	Integumentary
5	Emergency Medicine
6	Medicine
7	Gastroenterology
8	Pulmonary
9	Neurology and Ophthalmology
10	OB/GYN
11	Orthopedics
12	Otorhinolaryngology
13	Pathology
14	Pediatrics, Neonatology, and Adolescent Medicine
15	Diagnostic Radiology
16	Interventional Radiology and Radiation Oncology
17	Urology
18	General Surgery

In this outline, the reports are divided into specialty areas, such as Evaluation and Management, Cardiology, and Gastroenterology. The specialty areas are referred to as “Modules.”

You can complete the modules in any order, though it's suggested you complete the Evaluation and Management (E/M) module first. Most modules contain E/M services, so you need to know how to report E/M services for all remaining modules.

It's assumed that you are beginning this Internship with prior knowledge of E/M Audit Forms. If not, you need to complete the "E/M Lecture Hall" as a prerequisite before beginning your internship.

The "E/M Lecture Hall" is located in your Evolve Student Resources. Access the Simulated Medical Coding Internship Evolve product page, then click:

- 1) Resources
- 2) E/M Lecture Hall
- 3) E/M Lecture Hall (PDF)

If your prior experience included E/M Audit Forms, you can skip the "E/M Lecture Hall."

When you click on a module, a list of reports in that module will appear on the right side of your screen. The reports can be completed in any order, though it's suggested you complete them in the order listed.

The screenshot shows the program interface with a top navigation bar containing 'Intern Name', 'Lock Computer', and 'Logout'. Below the navigation bar, the title 'Module 1: Evaluation and Management' is displayed. The main content area is divided into two columns: 'Modules' and 'Reports'. The 'Modules' column lists 18 medical specialties, with '1 Evaluation and Management' highlighted in green. The 'Reports' column shows a list of 19 reports, each with a status (START), a report ID (1-1 to 1-19), and a title (e.g., Discharge Summary, Office Visit, Standby Services). To the right of the main content area, there are four vertical buttons: 'MODULES AND REPORTS', 'STAFF DIRECTORY', 'PORTFOLIO BUILDER', and 'HELP'.


**REMINDER: It's important to note that this program DOESN'T save any work online.** Rather, you are able to record all of your progress and results by downloading from this program and then saving the files to your computer or portable storage device on a **per session basis** (see the "NOTE ABOUT SAVING WORK" and "Portfolio Builder" sections of this Orientation for more information).

Once you have completed a report, a blue "Review" box will appear. This will allow you to review the report, answers, and rationales at any time during your current session.



This is a close-up view of the 'Reports' table from the screenshot above. It shows the first four rows of the report list. The first two rows have a blue 'REVIEW' status in the first column, while the last two rows have a 'START' status. The report IDs and titles are consistent with the main screenshot.

Reports	Take Trial Exam	Take Practice Exam
REVIEW	1-1	Discharge Summary
REVIEW	1-2	Discharge Summary
START	1-3	Standby Services
START	1-4	Office Visit

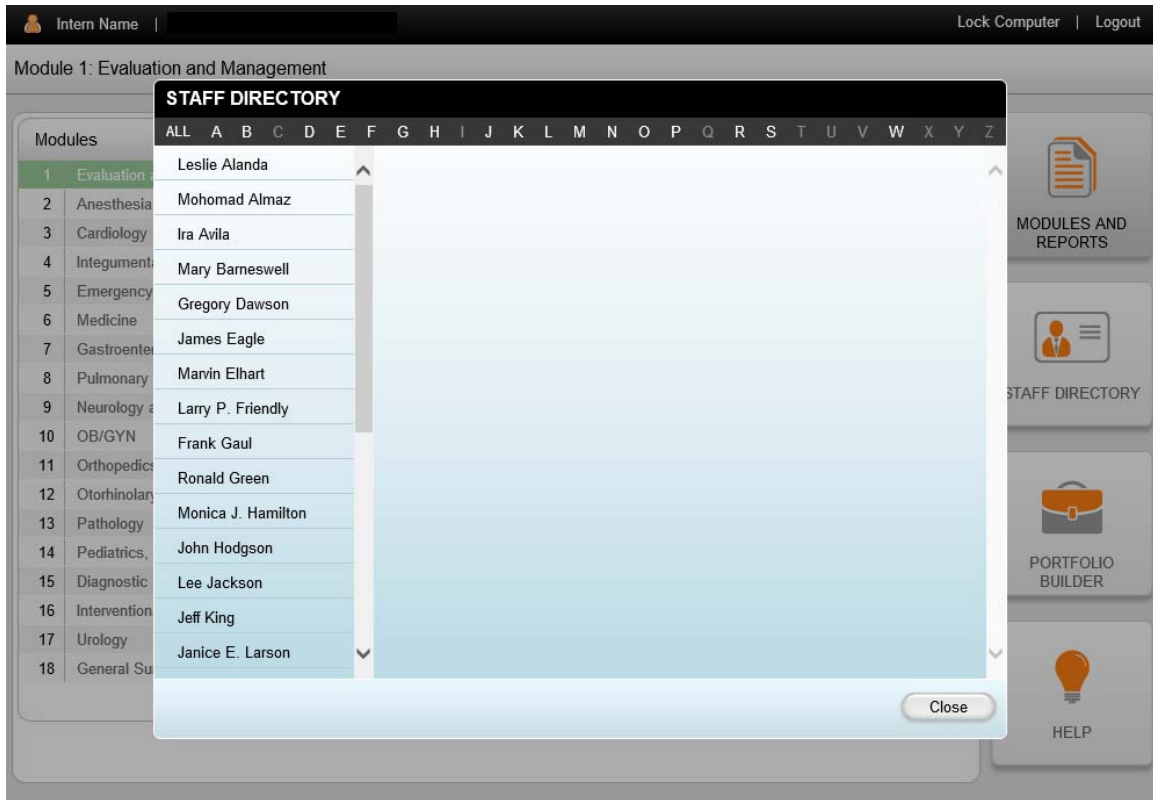
If some, but not all, reports have been completed during a session, an "In Progress" icon will appear to the right of the module title.

Modules		Reports <span>Take Trial</span>		
1	Evaluation and Management 	REVIEW	1-1	Discharge Summary
2	Anesthesia	REVIEW	1-2	Discharge Summary
3	Cardiology	START	1-3	Standby Services
4	Integumentary	START	1-4	Office Visit

If all the reports in a module are completed during a given session, a check mark will appear to the right of the module title.


Modules		Reports <span>Take Trial Ex</span>		
1	Evaluation and Management 	REVIEW	1-1	Discharge Summary
2	Anesthesia 	REVIEW	1-2	Discharge Summary
3	Cardiology	REVIEW	1-3	Standby Services
4	Integumentary	REVIEW	1-4	Office Visit

Next, click the “Staff Directory” button to the right of the reports. This button will display the staff biographies for the doctors at the Center.





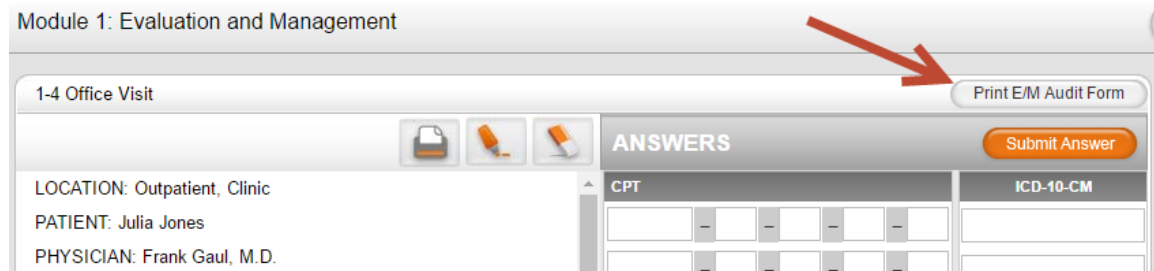


If you want to print the report, click the “Print” icon  just below the report title.



**The goal of your internship is to have you code reports exclusively in the electronic environment; but since you are learning you are allowed to print select reports for coding purposes. You will still have to enter the codes onto the computer screen and once you have done that you are to follow the policy of the Center and shred all reports immediately after use.**

When you are working with reports that may require E/M coding, click the button to the far right of the report title for “Print E/M Audit Form.”



An audit form is a tool used to assess E/M services for the key components (history, examination, and medical decision making complexity). Medical chart auditors also use an audit form in the analysis of medical documentation to determine if code assignment was correct.

For further instructions and information on the E/M Audit Form, download our “E/M Lecture Hall” (see the “Modules and Reports” section of this Orientation for download instructions).

ORIENTATION – Buck: Simulated Medical Coding Internship, 2017/2018 Edition

HISTORY ELEMENTS		Documented		
<b>HISTORY OF PRESENT ILLNESS (HPI)</b>				
1. Location (site on body)				
2. Quality (characteristic: throbbing, sharp)				
3. Severity (1/10 or how intense)				
4. Duration* (how long for problem or episode)				
5. Timing (when it occurs)				
6. Context (under what circumstances does it occur)				
7. Modifying factors (what makes it better or worse)				
8. Associated signs and symptoms (what else is happening when it occurs)				
*Duration not in CPT as HPI Element				
		<b>TOTAL LEVEL</b>		
<b>REVIEW OF SYSTEMS (ROS)</b>		Documented		
1. Constitutional (e.g., weight loss, fever)				
2. Ophthalmologic (eyes)				
3. Otolaryngologic (ears, nose, mouth, throat)				
4. Cardiovascular				
5. Respiratory				
6. Gastrointestinal				
7. Genitourinary				
8. Musculoskeletal				
9. Integumentary (skin and/or breasts)				
10. Neurological				
11. Psychiatric				
12. Endocrine				
13. Hematologic/Lymphatic				
14. Allergic/Immunologic				
		<b>TOTAL LEVEL</b>		
<b>PAST, FAMILY, AND/OR SOCIAL HISTORY (PFSH)</b>		Documented		
1. Past illness, operations, injuries, treatments, and current medications				
2. Family medical history for heredity and risk				
3. Social activities, both past and present				
		<b>TOTAL LEVEL</b>		
History Level	1	2	3	4
	Problem Focused	Expanded Problem Focused	Detailed	Comprehensive
HPI	Brief 1-3	Brief 1-3	Extended 4+	Extended 4+
ROS	None	Problem Pertinent 1	Extended 2-9	Complete 10+
PFSH	None	None	Pertinent 1	Complete 2-3
<b>HISTORY LEVEL</b>				

EXAMINATION ELEMENTS		Documented		
<b>CONSTITUTIONAL (OS)</b>				
• Blood pressure, sitting				
• Blood pressure, lying				
• Pulse				
• Respirations				
• Temperature				
• Height				
• Weight				
• General appearance				
		<i>(Counts as only 1)</i> NUMBER		
<b>BODY AREAS (BA)</b>		Documented		
1. Head (including face)				
2. Neck				
3. Chest (including breasts and axillae)				
4. Abdomen				
5. Genitalia, groin, buttocks				
6. Back (including spine)				
7. Each extremity				
		NUMBER		
<b>ORGAN SYSTEMS (OS)</b>		Documented		
1. Ophthalmologic (eyes)				
2. Otolaryngologic (ears, nose, mouth, throat)				
3. Cardiovascular				
4. Respiratory				
5. Gastrointestinal				
6. Genitourinary				
7. Musculoskeletal				
8. Integumentary (skin)				
9. Neurologic				
10. Psychiatric				
11. Hematologic/Lymphatic/Immunologic				
		NUMBER		
		<b>TOTAL BA/OS</b>		
Exam Level	1	2	3	4
	Problem Focused	Expanded Problem Focused	Detailed	Comprehensive
	Limited to affected BA/OS	Limited to affected BA/OS & other related OS(s)	Extended of affected BA(s) & other related OS(s)	General multi-system (OSs only)
# of OS or BA	1	2-7 limited	2-7 extended	8+
<b>EXAMINATION LEVEL</b>				

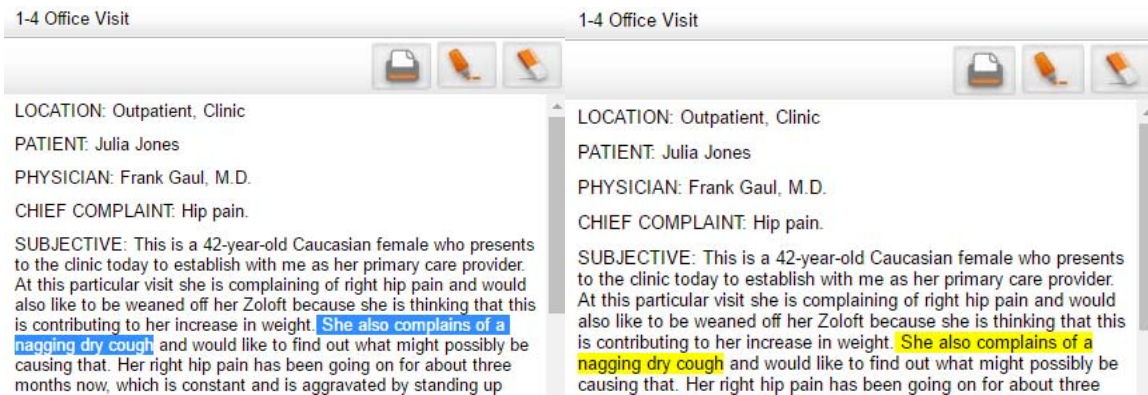
MDM ELEMENTS		Documented		
<b># OF DIAGNOSIS/MANAGEMENT OPTIONS</b>				
1. Minimal				
2. Limited				
3. Multiple				
4. Extensive				
		LEVEL		
<b>AMOUNT AND/OR COMPLEXITY OF DATA TO REVIEW</b>		Documented		
1. Minimal/None				
2. Limited				
3. Moderate				
4. Extensive				
		LEVEL		
<b>RISK OF COMPLICATION OR DEATH IF NOT TREATED</b>		Documented		
1. Minimal				
2. Low				
3. Moderate				
4. High				
		LEVEL		
MDM*	1	2	3	4
	Straightforward	Low	Moderate	High
Number of DX or management options	Minimal	Limited	Multiple	Extensive
Amount and/or complexity of data	Minimal/None	Limited	Moderate	Extensive
Risks	Minimal	Low	Moderate	High
<b>MDM LEVEL</b>				
*To qualify for a given type of MDM complexity, 2 of 3 elements in the table must be met or exceeded.				

History:  
 Examination:  
 MDM:  
 Number of Key Components:  
 Code:

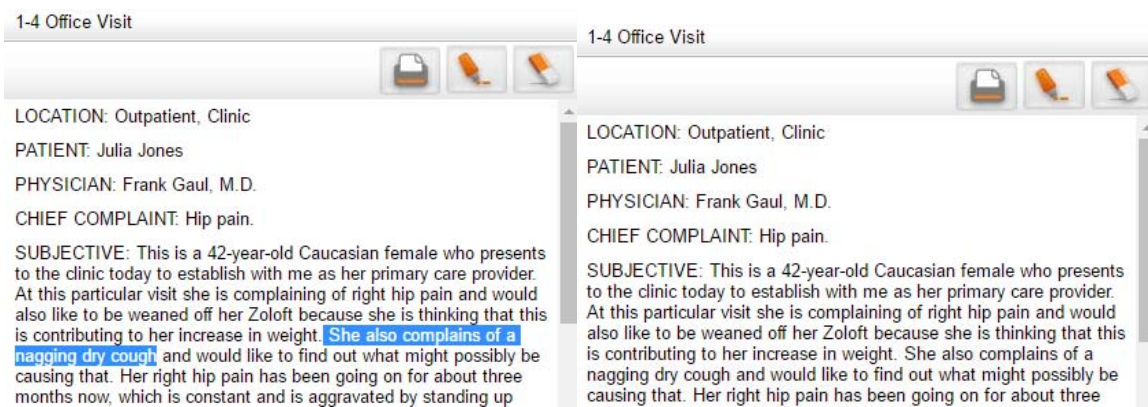
Some coders like to use a highlighter on the report to indicate certain elements, such as the E/M history and examination elements. You can highlight the reports using the highlighter function at the top of the report.



Once you've selected text to highlight, click the  button to apply the highlights.

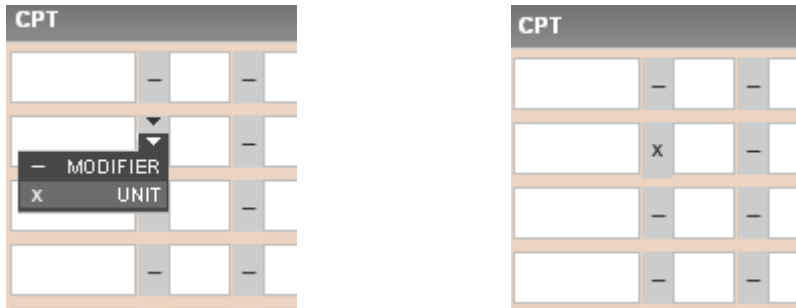


To remove highlights, select the highlighted text and click the  button to remove.

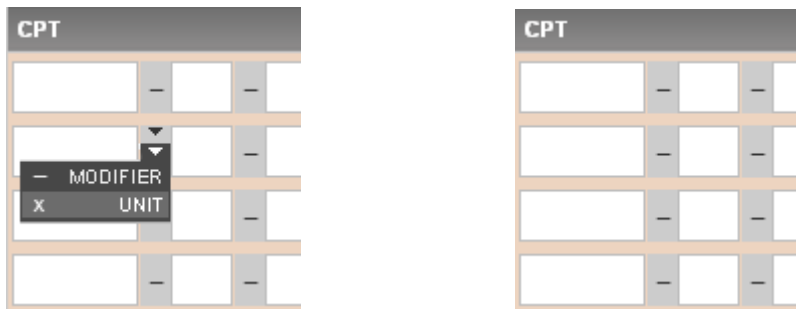




To change a modifier to a unit, choose the blank where the unit should appear, click the modifier dash to the left, and select "X UNIT."



To change a unit back to a modifier, choose the blank where the unit should appear, click the modifier dash to the left, and select "- MODIFIER."



Up to four modifiers or a mix of up to three modifiers and a unit can be added to each CPT code blank.





Once submitted, you'll be provided with a summary of your answers compared to the answers that have been prepared by our coding staff. In this way, you will be able to check your work against their work. The staff has provided written rationales as to why they coded the report as they did.

Professional Services: 99203 (Evaluation and Management, Office or Other Outpatient)  
 ICD-10-CM: M25.551 (Pain, joint, hip), R05 (Cough), F32.9 (Disorder, depressive, major, unspecified), F17.200 (Dependence, drug, nicotine)

**RATIONALE:** There are 7 HPI elements: location (right hip), quality (radiating), duration (3 months), timing (aggravated by standing up), context (tightens when walking), modifying factors (tried over-the-counter pain medications), and associated signs and symptoms (tingling in thigh) for a level 4 or comprehensive HPI. The ROS includes: constitutional (obesity), cardiovascular (negative), respiratory (dry cough), gastrointestinal (gastroesophageal reflux), genitourinary (one kidney, congenital), psychiatric (on Zoloft, wants to be weaned off), musculoskeletal (does not feel pain as much when walking) and notation "All others are negative" is considered complete for a level 4 or comprehensive ROS. Past (hysterectomy), social (smokes, married), and family (father dies at 70 from MI) history are documented for level 4 or comprehensive PFSH. A comprehensive HPI, comprehensive ROS and comprehensive PFSH make this a level 4 or comprehensive history.

The physical exam includes constitutional elements of blood pressure, pulse, weight and general appearance (obese middle-aged lady who is pleasant and in no acute distress) for 1 OS. There are 4 BAs examined, including head (normocephalic and atraumatic), neck (supple, no jugular venous distention, no carotid bruit, no thyromegaly) and two extremities (no edema, cyanosis or clubbing, palpable distal pulses, straight leg testing on both lower extremities is negative, pain on internal rotation of right hip, no pain on external rotation, internal and external rotation on the left are negative). There are 5 OSs evaluated, including ophthalmologic (pink conjunctivae, extraocular movements intact, pupils are equal, round and reactive to light and accommodation), cardiovascular (normal rate and regular rhythm, no murmur, no gallop), respiratory (symmetrical expansion, clear breath sounds, no rales or wheezes), gastrointestinal (abdomen is

	Your Answers	Staff Answers
CPT	99203	99203
ICD-10-CM	M25.551	M25.551
	R05	R05
	F32.9	F32.9
	F17.200	F17.200

Any CPT, ICD-10-CM, or HCPCS codes that you entered will appear on the right, and the coding staff's codes will appear next to your codes in orange.

On the left, the tab "Rationale" is selected and displays an explanation of how the coding staff determined the correct codes.

When the "Your Report" tab is selected, the area below will display the report you coded and any text you decided to highlight.

LOCATION: Outpatient, Clinic  
 PATIENT: Julia Jones  
 PHYSICIAN: Frank Gaul, M.D.  
 CHIEF COMPLAINT: Hip pain.

SUBJECTIVE: This is a 42-year-old Caucasian female who presents to the clinic today to establish with me as her primary care provider. At this particular visit she is complaining of right hip pain and would also like to be weaned off her Zoloft because she is thinking that this is contributing to her increase in weight. She also complains of a nagging dry cough and would like to find out what might possibly be causing that. Her right hip pain has

	Your Answers	Staff Answers
CPT	99203	99203
ICD-10-CM	M25.551	M25.551
	R05	R05
	F32.9	F32.9
	F17.200	F17.200



When the “Staff Audit Form” tab is selected, a window will open to display the correct E/M Audit Form as determined by the staff.

1-4 Office Visit
Download

RATIONALE

YOUR REPORT

**STAFF AUDIT FORM**

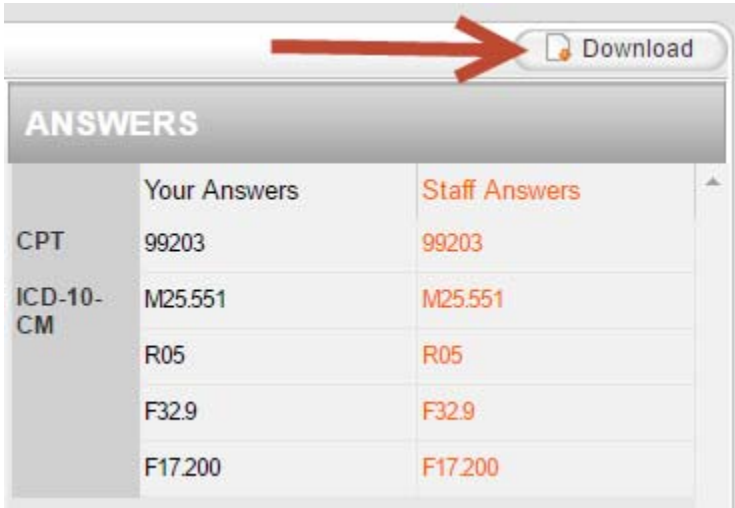
**ANSWERS**

HISTORY ELEMENTS	Documented
<b>HISTORY OF PRESENT ILLNESS (HPI)</b>	
1. Location (site on body)	X
2. Quality (characteristic: throbbing, sharp)	X
3. Severity (1/10 or how intense)	X
4. Duration* (how long for problem or episode)	X
5. Timing (when it occurs)	X
6. Context (under what circumstances does it occur)	X
7. Modifying factors (what makes it better or worse)	X
8. Associated signs and symptoms (what else is happening when it occurs)	X
<i>*Duration not in CPT as HPI Element</i>	
<b>TOTAL</b>	7
<b>LEVEL</b>	4
<b>REVIEW OF SYSTEMS (ROS)</b>	
Documented	
1. Constitutional (e.g., weight loss, fever)	X
2. Ophthalmologic (eyes)	X
3. Otolaryngologic (ears, nose, mouth, throat)	X
4. Cardiovascular	X
5. Respiratory	X
6. Gastrointestinal	X
7. Genitourinary	X
8. Musculoskeletal	X
9. Integumentary (skin and/or breasts)	X
10. Neurological	X
11. Psychiatric	X
12. Endocrine	X
13. Hematologic/Lymphatic	X
14. Allergic/Immunologic	X
<b>TOTAL</b>	14
<b>LEVEL</b>	4
<b>PAST, FAMILY, AND/OR SOCIAL HISTORY (PFSH)</b>	
Documented	
1. Past illness, operations, injuries, treatments, and	X

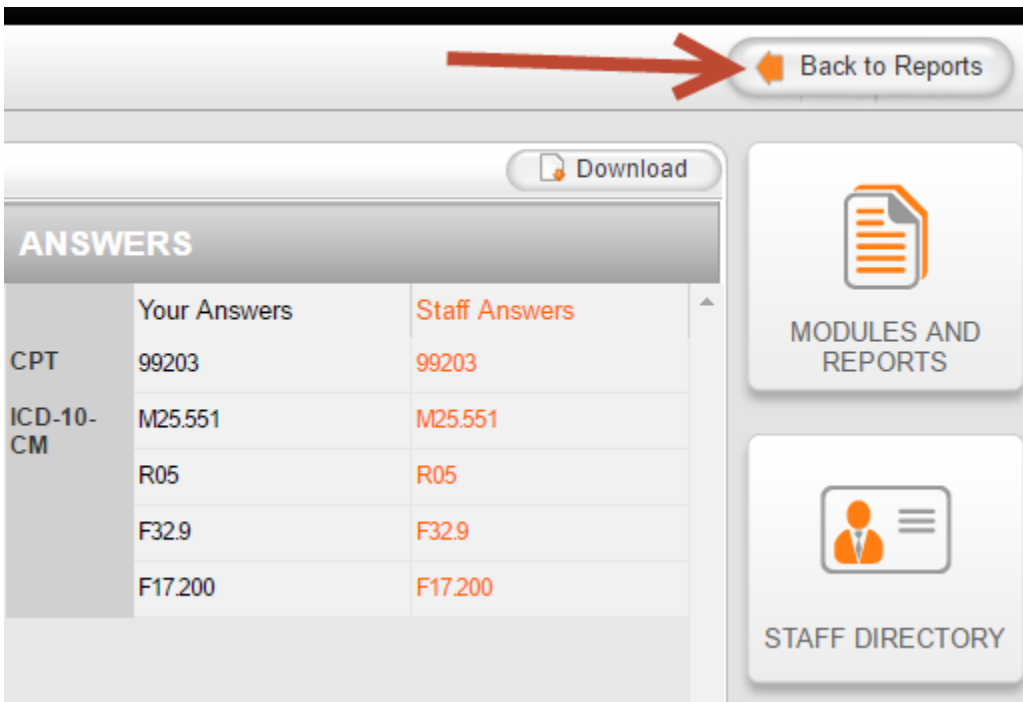
	Your Answers	Staff Answers
CPT	99203	99203
ICD-10-CM	M25.551	M25.551
	R05	R05
	F32.9	F32.9
	F17.200	F17.200

Above the staff answers is a Download button, click this to download your results into PDF format (to eventually include in your Portfolio, which we will discuss later).

Also, your results will be stored in the "Portfolio Builder" but only on a **per session basis**. **It's important to note that this program DOESN'T save any work online.** Rather, you are strongly encouraged to download or print all your work before ending your session by accessing the "Portfolio Builder" feature.



When you are finished reviewing the report, click the "Back to Reports" button or the "Module and Reports" box (both at the top right of the screen) and you will be returned to the report list and can begin another report.



## EXAMS

Notice the “Take Trial Exam” and “Take Practice Exam” buttons at the top of the Reports box.



Reports			Take Trial Exam	Take Practice Exam
REVIEW	1-1	Discharge Summary		
REVIEW	1-2	Discharge Summary		
REVIEW	1-3	Standby Services		
REVIEW	1-4	Office Visit		

It is highly recommended that you complete all the module reports before taking the Trial and Practice Exams.

### TRIAL EXAM

The Trial Exam consists of 2-3 reports. Once submitted, you'll be provided with a summary of your answers compared to the answers that have been prepared by our coding staff. In this way, you will be able to check your work against their work. The staff has provided written rationales as to why they coded the report as they did.

Just like the module reports, your results will be stored in the "Portfolio Builder" but only on a **per session basis**. **It's important to note that this program DOESN'T save any work online.** Rather, you are strongly encouraged to download or print all your work before ending your session by accessing the "Portfolio Builder" feature.

### PRACTICE EXAM

The Practice Exam consists of 2-3 reports, and is setup to mimic a real world scenario. In a professional setting the coder will only be alerted if the claim is denied. If denied, the coder will need to review and resubmit. Likewise, for the purposes of the Practice Exam, you will only be informed of your score. If less than 100%, you are encouraged to take the Practice Exam again the next day.

Your score will be stored in the "Portfolio Builder" but only on a **per session basis**. **It's important to note that this program DOESN'T save any work online.** Rather, you are strongly encouraged to download or print all your work before ending your session by accessing the "Portfolio Builder" feature.

**FINAL EXAM (Instructor led course only)**

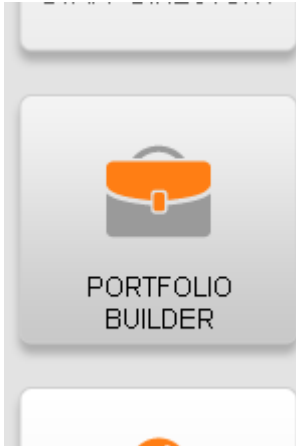
NOTE: If you are taking this as part of an instructor led course, your instructor may assign a separate Final Exam. The Final Exam is located in your Evolve Student Resources. Access the Simulated Medical Coding Internship Evolve product page, then click:

- 1) Course
- 2) Final Exams

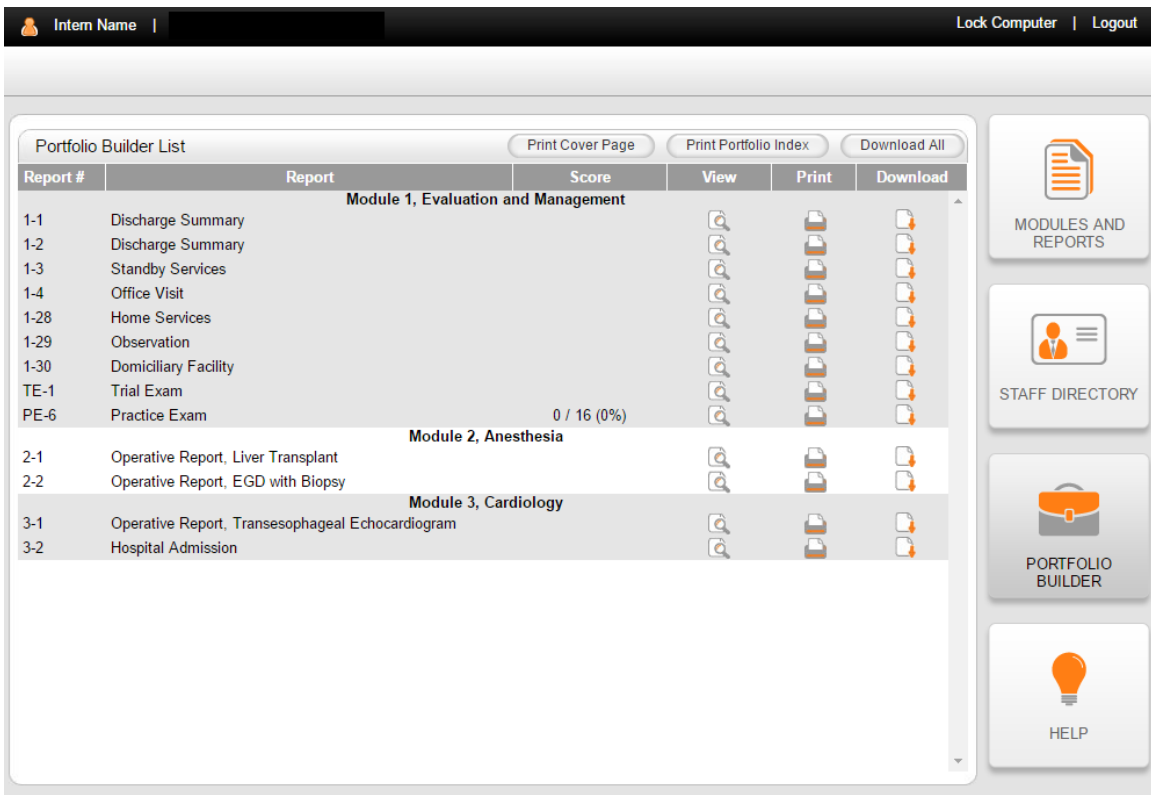
## PORTFOLIO BUILDER

The next feature you will learn about is the “Portfolio Builder.”

Click the "Portfolio Builder" box on the far right.



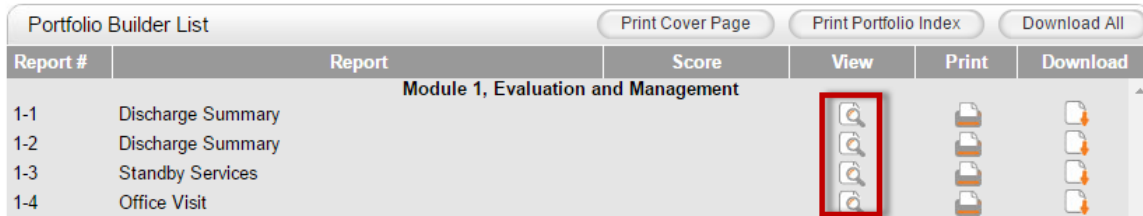
The list of reports completed during your **current session only** will appear, along with the report titles, results for Practice Exams, and options for downloading and printing.















The screenshot shows the Portfolio Builder interface. At the top, there is a header with 'Intern Name' and 'Lock Computer | Logout'. Below this is a 'Portfolio Builder List' table with columns for Report #, Report, Score, View, Print, and Download. The table is organized into three modules: Module 1 (Evaluation and Management), Module 2 (Anesthesia), and Module 3 (Cardiology). To the right of the table are four navigation buttons: 'MODULES AND REPORTS', 'STAFF DIRECTORY', 'PORTFOLIO BUILDER', and 'HELP'.

Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				
1-28	Home Services				
1-29	Observation				
1-30	Domiciliary Facility				
TE-1	Trial Exam				
PE-6	Practice Exam	0 / 16 (0%)			
<b>Module 2, Anesthesia</b>					
2-1	Operative Report, Liver Transplant				
2-2	Operative Report, EGD with Biopsy				
<b>Module 3, Cardiology</b>					
3-1	Operative Report, Transesophageal Echocardiogram				
3-2	Hospital Admission				

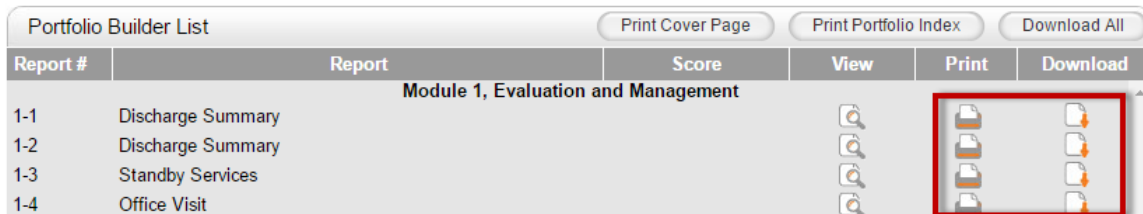
To view results from your session again before printing/downloading by selecting the "View" button to the right of the report.















The screenshot shows a web interface titled "Portfolio Builder List" with three buttons at the top: "Print Cover Page", "Print Portfolio Index", and "Download All". Below is a table with columns: "Report #", "Report", "Score", "View", "Print", and "Download". The table is titled "Module 1, Evaluation and Management" and contains four rows of reports. In the "View" column, the icons for reports 1-1, 1-2, and 1-3 are highlighted with a red box.

Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				

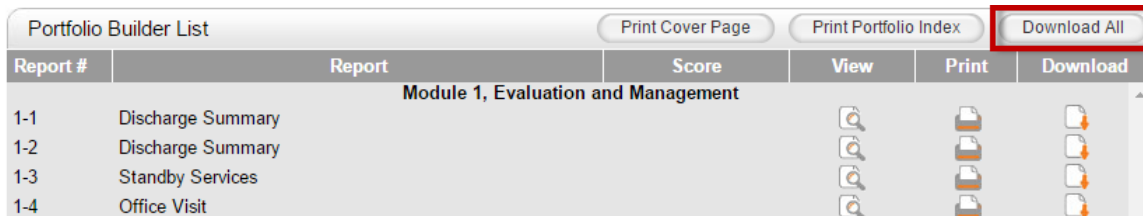
To print or download report specific results from your session, select the printer button or page button, respectively, to the right of the report.















The screenshot shows the same "Portfolio Builder List" interface. In this view, the "Print" and "Download" icons for reports 1-1, 1-2, and 1-3 are highlighted with a red box.

Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				

If you'd rather download all your report results in one document, select the "Download All" button.



The screenshot shows the "Portfolio Builder List" interface with the "Download All" button at the top right highlighted with a red box.

Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				

**It's important to note that this program DOESN'T save any work online.** Rather, you are strongly encouraged to download **ALL** your work to your computer or portable storage device as you complete each session.

## YOUR PORTFOLIO

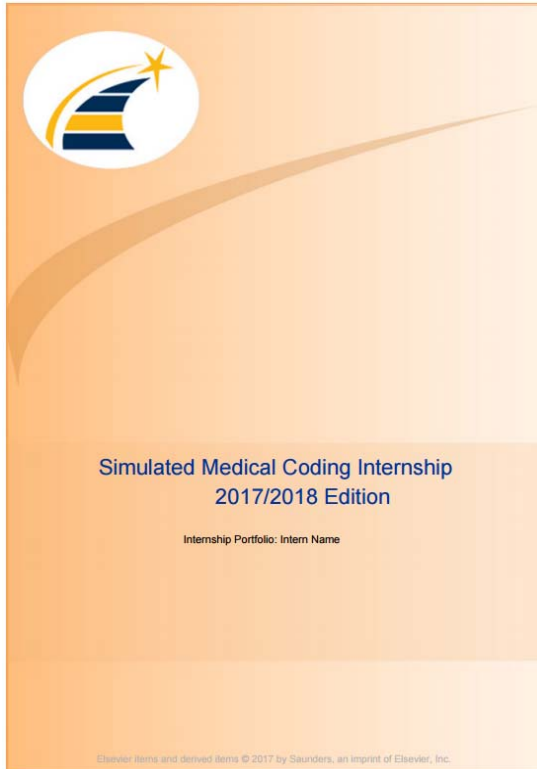
A portfolio is a collection of samples of your coding reports to display evidence of your ability to potential employers. A portfolio should document the quality and scope of your work.

A good sampling of your work for a portfolio could include one report from each module. As you are downloading the reports from each session, consider which reports you want to include in your portfolio. When you have completed this internship, you will then have at least 18 reports that you can incorporate into your employment search documentation. You are able to include more than one report for each module in your portfolio if you choose, but we recommend one per module.

## PORTFOLIO COVER PAGE

Once you've selected your portfolio reports, click on the "Print Cover Page" button to generate a cover page for your Portfolio.

Portfolio Builder List			Print Cover Page	Print Portfolio Index	Download All
Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				



PORTFOLIO INDEX

To download a summary of your work for each session, especially if using this program as part of an instructor-led course, click the "Print Portfolio Index" button.

Portfolio Builder List			Print Cover Page	Print Portfolio Index	Download All
Report #	Report	Score	View	Print	Download
<b>Module 1, Evaluation and Management</b>					
1-1	Discharge Summary				
1-2	Discharge Summary				
1-3	Standby Services				
1-4	Office Visit				

### Portfolio Index

Intern: Intern Name

This intern has completed the following coding reports as part of his or her internship. Please note that only practice exams are graded.

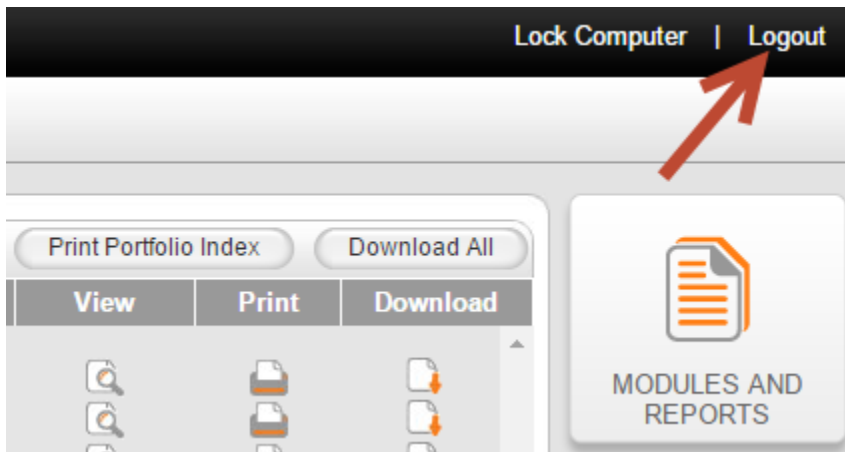
Report #	Report	Score
<b>Module 1, Evaluation and Management</b>		
1-2	Discharge Summary	-
1-1	Discharge Summary	-
1-3	Standby Services	-
1-4	Office Visit	-
1-28	Home Services	-
1-29	Observation	-
1-30	Domiciliary Facility	-
TE-1	Trial Exam	-
PE-6	Practice Exam	0 / 16 (0%)
<b>Module 2, Anesthesia</b>		
2-2	Operative Report, EGD with Biopsy	-
2-1	Operative Report, Liver Transplant	-
<b>Module 3, Cardiology</b>		
3-1	Operative Report, Transesophageal Echocardiogram	-
3-2	Hospital Admission	-



## EXITING YOUR INTERNSHIP

When finished with your work for the day, always be sure to Log Out before you leave.

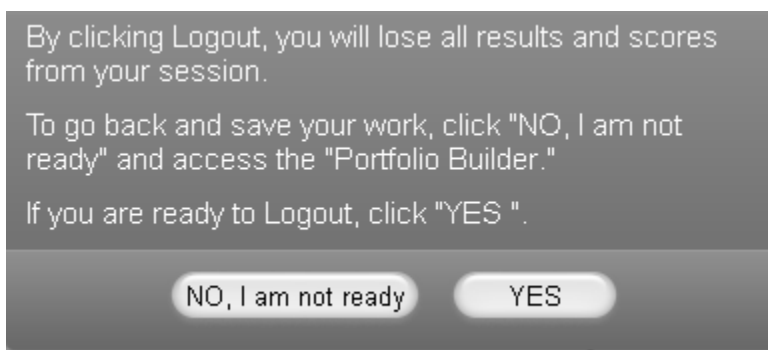
Notice the "Logout" option at the top right of the screen.



After clicking "Logout," a prompt will appear informing you that no results or scores will be saved once you logout.

To go back and save your work, click "NO, I am not ready" and then proceed to the "Portfolio Builder" to print or download your results for the session.

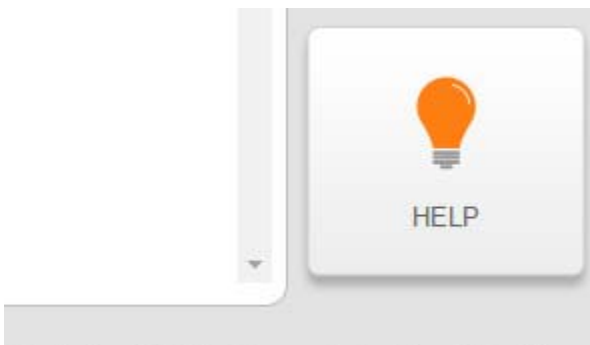
If you are ready to Logout, click "YES".



Always leave your desk area secure with all documentation locked in your desk. Never leave any patient documentation or information on your desktop at the end of the day. Although you are not in a public traffic area, there are night staff that have access to coding areas.



This concludes your orientation. If you have questions on the operation of the program, you can access this document again at any time by clicking the “Help” button located at the bottom right of the screen (or the middle right of the main screen). This Orientation document will remain in this location throughout your internship.



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