

**INTERNSHIP AT KRISHIV KHANDAKA
MULTISPECIALITY HOSPITAL, JAIPUR**



for the partial fulfilment for the award of the degree of Master of Business

Administration (MBA)

in

Hospital and Health Management

by

Anand Kaswan

Under the Supervision and Guidance of

Dr. Dhirendra Kumar

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Internship Report at Krishiv Khandaka Multi-specialty Hospital, Jaipur

Faculty Mentor – Dr Dhirendra Kumar

1. Introduction

Medical records are a critical component of healthcare delivery as they provide detailed documentation of patient care, aiding in clinical decisions and legal compliance. An internal audit of these records helps in identifying discrepancies, improving documentation standards, and ultimately enhancing the quality of care. This internship focused on evaluating the accuracy and completeness of open and closed patient files and prescriptions at Krishiv Khandaka Multi-speciality Hospital.

2. Objectives of Internship

- To assess the quality and completeness of open and closed medical records.
- To evaluate prescription patterns and compliance with standard treatment guidelines.
- To identify gaps and errors in documentation through internal audits.
- To suggest actionable recommendations for improving record-keeping practices.
- To understand hospital workflows related to documentation and audits.

3. Organizational Profile

Krishiv Khandaka Multi-speciality Hospital, located in Jaipur, is a reputed healthcare facility offering a range of medical and surgical services. The hospital is known for its multidisciplinary approach, patient-centric care, and commitment to clinical excellence. Equipped with modern diagnostic tools and a team of experienced healthcare professionals, the hospital serves both urban and rural populations of the region.

4. Services Provided by the Organization

- General Medicine and Surgery
- Orthopedics
- Obstetrics and Gynecology
- Pediatrics
- ENT and Ophthalmology
- Emergency and Trauma Care
- Pathology and Radiology Diagnostics
- In-patient and Out-patient Services
- Pharmacy Services
- Health Check-up Packages

5. Key Activities/Projects Undertaken Other than Dissertation

- Assisted in maintaining medical record registers and digital filing systems.
- Participated in ward rounds to understand documentation practices.
- Observed and supported the internal quality assurance team.
- Attended department meetings focusing on NABH documentation standards.
- Helped analyze patient discharge summaries for accuracy and format compliance.

6. Key Learnings from Internship

- Gained practical knowledge of how internal audits are conducted in hospitals.
- Understood the importance of accurate documentation in legal and clinical outcomes.
- Learned about NABH standards related to medical records.
- Developed skills in identifying and correcting documentation errors.
- Improved communication with medical, paramedical, and administrative staff.
- Gained a deeper understanding of healthcare quality improvement strategies.