

Shakha Noora

Tel: +971 50 40 18972

Email: sajnoor1316@gmail.com



Objective:

I aspire to obtain the position of a medical coder with established organization where I will get opportunities to utilize my expertise in fleet management and contribute to the growth of organization. I gained over time, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment.

Professional Qualifications:

- **Medical Coding (2023-July)**
Certification-ICD CODING CERTIFICATE
- **Bachelor of Science (Microbiology)**, MS University , India 2018-2021 (3 Years)
Degree Course from “Noorul Islam College of arts & science”, Kanyakumari Dist, Tamil Nadu, India.
- **Higher Secondary School Certificate- 2017-2018**
(IMS Matriculation School –Kanyakumari Dist, Tamilnadu, India.

Professional Experience:

ORAGANISATION	:	Cazmed Solutions
Designation	:	Medical coder
From	:	Dec 2023 to At Present
Location	:	Tamil Nadu, India.

Summary of Skills:

- Coding accuracy-Expert
- Medical Terminology -Expert
- ICD-10 coding-Expert
- CPT-Moderate
- HCPCS
- Compliance Knowledge-Expert
- Analytical Skills-Expert
- Data entry-Expert

Computer Skills:

- Microsoft Office (Excel, Word, Powerpoint, Outlook & Access)
- Adobe Photoshop.
- Knowing Operating Systems: MAC OS, Windows.

Skills & Capabilities

- Utilized ICD-10 coding and billing methods to ensure accuracy & adherence to applicable regulations
- Assigned a sequence of ICD-10 CM & CPT codes to clinic patient records.
- HIPPA Compliance
- Scanned paper patient charts into the system & ensured their accuracy.
- Processed and submitted patient insurance claims to various insurance companies in a timely manner
- Worked on patient record audits and documentation quality checks.
- Collaborated with healthcare providers to ensure proper diagnosis & treatment codes were used.
- Monitored changes in coding regulations and updated coding systems accordingly
- Ensured accuracy of medical records including patient data, coding & billing information.
- Maintained up to date knowledge of coding procedures & techniques.

Personal Details:

Father's name	:	Mohamed Shaik
Date of Birth	:	16-Jun-2001
Sex	:	Female
Nationality	:	Indian
Emirates Id no	:	228797219
Visa Status	:	Dependent Visa
Passport No	:	W0826267
Date of Issue	:	17-08-2022
Date of Expiry	:	16-08-2032
Marital Status	:	Married
Languages	:	English, Hindi, Tamil & Malayalam.
Hobbies & Interests	:	Reading Novels, Traveling
Extra-curricular activities:		Crafting & Badminton.

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Sincerely,

Shakha Noora M.

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