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# Example of Health Information Technician Cover Letter

631 Bergstrom Path  
Kaleystad, VA 24841

**Dear Phoenix Goodwin,**

I am excited to be applying for the position of health information technician. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for customer with water analysis reports using Microsoft Word.

My experience is an excellent fit for the list of requirements in this job:

* Previous experience in medical record management, release of information activities, customer communication, and regulatory requirements related to privacy and security preferred and identity management
* Previous experience in release of information activities, customer communication, and regulatory requirements related to record completion and privacy/security preferred
* Immediate knowledge of hospital computer systems and software
* Previous experience working with electronic medical records and healthcare information systems
* Knowledge of principles, theories, standard practices, protocols methods and techniques of health care systems
* Knowledge of state statutes, administrative rules and federal regulations of confidentiality of health care information
* Knowledge of HIPAA guidelines and Release of Information laws and processes
* Knowledge of insurance policies, benefits and exclusions

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Tatum Rempel