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# Example of Health Information Technician Cover Letter

24948 Reynolds Dale  
Bodechester, OH 84703-9999

**Dear Parker Davis,**

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 trainings/presentations to Program Directors throughout the system regarding Best Practices, EMTALA, HIPAA, Customer Service, Joint Commission and State Regulations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Six months’ health information management experience in an electronic health record environment or RHIT/RHIA eligible preferred
* Medical terminology and knowledge of Microsoft Excel (import, export, graphs, pivot tables), Word and Outlook is preferred
* Previous experience in document management (preparing, scanning, indexing, quality assurance), customer communication, and regulatory requirements related to the legal medical record is preferred
* Familiarity with Epic, Hyland OnBase, previous data entry experience is preferred
* Demonstrated proficiency with hospital health information management computer systems
* Demonstrates initiative and a willingness to assist the department as needed
* The technician should have previous experience with the use of a computer
* The technician shall be quick to learn and adapt to change with minimal errors

**Thank you for your time and consideration.**

Sincerely,

Quinn West