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# Example of Health Information Technician Cover Letter

963 Cole Cliffs
Lake Camelia, AZ 68567

**Dear Emerson Collier,**

I would like to submit my application for the health information technician opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for outstanding customer service at individual workstations and other locations and ensure compliance with all HIPAA rules and regulations.

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

* Knowledge of information systems and healthcare applications related to the electronic health record
* Minimum of business English, basic math, medical terminology and familiarity with windows-based computer software
* Prior experience with electronic health records (Cerner PowerChart), scanning and release of information applications
* Knowledge of medical records principals in accordance with Medical Staff/Hospital/DNV policies/regulations
* Proficiency with hospital HIM computer systems
* Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA), preferred
* Previous experience in Health Information Department OR previously demonstrated skills in Department
* Experience with electronic patient health systems

**Thank you for taking your time to review my application.**

Sincerely,

Campbell Brakus