

# Health Information Specialist Cover Letter

55807 Murphy RueDarnellton, AK 23899

**Dear Riley Reichert,**

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

In the previous role, I was responsible for needed information, while documenting all phone calls accurately and completely in the electronic medical record (EMR).

Please consider my qualifications and experience:

- Maintain the group focus, lead meetings toward stated goals and manage the group dynamics in facilitating requirements gathering and review sessions, including writing user stories
- Build, sustain, and leverage professional business relationships
- Remain impartial in requirements discussions and confirm understanding by all parties involved when validating requirements
- Assist the development teams in understanding and elaborating requirements and transitioning them into a comprehensive solution
- Assist with the preparation and execution of User Acceptance Testing and data validation
- Develop documentation detailing the specifications, design, workflows, and implementation to support data integration
- Develop a business case including return on investment, soft benefits, requirements and any regulatory issues for HIE use cases
- Assist the manager in identifying and resolving issues that include but are not limited to scope, schedule, and resource issues

**I really appreciate you taking the time to review my application for the position of health information specialist.**

Sincerely,

Parker Upton