

# Health Information Cover Letter

82794 Nakia MountainsKihnchester, MD 96594

**Dear Finley Hand,**

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

In my previous role, I was responsible for for the confidentiality, integrity, and availability of enterprise information systems and assets in a HIPAA-compliant environment.

Please consider my experience and qualifications for this position:

- Demonstrated, in depth knowledge of HIM management standards and practices
- Detailed knowledge of The Joint Commission, NCQA, federal, state and local requirements for medical records
- Current knowledge of ICD10 and CPT4 coding system
- Certification as a Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), or Certified Coding Specialist (CCS) strongly preferred
- Demonstrated knowledge of and experience with clinical and revenue cycle computer systems
- Strong computer skills (e.g., Microsoft Word, Excel, PowerPoint, Project, Visio)
- Medical terminology and prior health information management experience is preferred
- Enrollment in RHIT program w/ RHIT certification within 12 months of hire OR

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

Sincerely,

Jordan Bode