

Health Information Cover Letter

4020 Marylynn Station Oliverview, OK 99875-5368

Dear Haven Koelpin,

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

Previously, I was responsible for development guidance and assists in the identification, implementation, and maintenance of organization privacy policies and procedures in coordination with management, administration, and the HIPAA Task Force.

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:

- Current CPC, CCA, CPC-H, CCS OR CCS-P OR
- Eligible to sit and obtain CPC, CCA, CPC-H, CCS or CCS-P certification within 12 months of hire
- Assists with answering phones and responds appropriately, communicates well verbally and written and stays organized.*
- Provides oversight, guidance and workflow of HIM staff
- Assures that staff performance improvements are related to workflow efficiencies and operations
- Recruits, interviews, and makes recommendations for hire
- Prepare, oversees, and approves work schedules
- In coordination with HIM leadership, trains, provides feedback, evaluates, and provides corrective action to staff as needed

Thank you for taking your time to review my application.

Sincerely,

Rowan Thiel