

Health Information Cover Letter

389 Santo AlleyKentonfurt, KS 66354-0052

Dear Alexis Mohr,

Please consider me for the health information opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for guidance and direction to Medical Information Contact/Call Center staff on handling cases; monitor and manage complex/escalated cases from the Medical Information Contact/Call Center.

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:

- Working knowledge of MS Office suite with advanced Excel skills and familiarity with SQL strongly preferred
- Knowledge of CPT&ICD-9 coding guidelines
- Excellent written and oral interpersonal and communication skills
- Education in medical terminology
- American Health Information Management Association (AHIMA) coding certification (CCS, CCA)
- Home Health, Hospice, Infusion, Quality Review, or Revenue Cycle operations experience
- RHIA or RHIT from AHIMA
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credentials preferred

Thank you for taking your time to review my application.

Sincerely,

Stevie Douglas