

Medical Records Assistant Cover Letter

690 Wiley Freeway East Casie, SC 02519

Dear Shiloh Stark,

I submit this application to express my sincere interest in the medical records assistant position.

Previously, I was responsible for program and technical support to the Office of Child Care, Legal and Enforcement Director, and the Legal and Compliance teams.

Please consider my qualifications and experience:

- Able to exercise independent judgment to set work priorities, screen and prioritize calls and visits appropriately, and to handle administrative details on behalf of manager
- Analytical skills to gather and summarize data from multiple sources, calculate statistical figures, and recommend office procedure changes
- Experience with ICD-10 coding & knowledge of HIPAA compliance preferred
- Effective communication skills to interface diplomatically and effectively with all levels of people internally and externally
- Assists with patient phone messages/tasks and documents in EMR
- Documents patient information collected, care given and treatment provided charges in a clear and concise manner in EMR
- Clerical Experience in a Radiology Department Preferred
- Prior medical records and healthcare experience strongly preferred

Thank you for your time and consideration.

Sincerely,

Parker Gusikowski