

# Medical Records Assistant Cover Letter

4318 Sporer Hill East Kathrintown, OH 25224

**Dear Rory Bogisich,**

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

In the previous role, I was responsible for hands on incomplete chart review, qualitative analysis and is responsible for assembling and analyzing of medical records to ensure compliance in the fiscal and regulatory requirements.

My experience is an excellent fit for the list of requirements in this job:

- Medical office experience and medical terminology knowledge
- Knowledge of Word/Excel and general computer knowledge
- Able to prioritize, multi-task, and work independently
- Excellent customer service skills in handling a variety of patient concerns
- Clean, well-lit, comfortable environment
- Experience in an office setting and/or doctor's office or hospital setting is preferred
- Maintains current policy and procedures for the Medical Record Department
- Complies with all safety rules and regulations during working hours in conjunction with the Injury and Illness Prevention Program ("IIPP")

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Zion D'Amore