

Medical Records Assistant Cover Letter

837 Winfred MeadowPort Cassaundraburgh, AR 80944

Dear Avery Waelchi,

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

Previously, I was responsible for technical guidance necessary to meet procedural, legal, and administrative requirements relating to the care and treatment of patients to achieve optimum use of available resources.

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:

- Certifications in leadership development and/or client service areas
- Exceptional Client Service Awards and/or acknowledgments
- Experience in the Animal or Veterinary Industry
- Medical Record Preparation/Documentation, Great customer Service Skills Preferred
- Familiarity with HIPAA, Federal and State Laws
- Advanced understanding of medical terminology and administration processes
- Strong computer skills – Proficient in information management programs and MS Office
- Knowledgeable and proficient in MS Office programs

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Peyton Hermann