

# Medical Records Assistant Cover Letter

79741 Debera Causewaylllaberg, IA 16647

**Dear Sam Bradtke,**

Please consider me for the medical records assistant opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for charts/documents requested for use in legal actions, following patient consent and confidentiality protocols.

Please consider my experience and qualifications for this position:

- Maintain confidentiality of information contained in the resident's records, ensures against any unauthorized disclosures
- Arrange and store incoming records according to procedure/protocol
- Find, research and answer questions about records and files from authorized users
- Purge materials according to file maintenance guidelines and/or legal requirements
- Release information from medical records in response to properly authorized requests
- Scan medical records & chart notes through OnBase and index into Epic
- Update census in Epic
- Respond to requests for information of clinical records according to policy and procedure

**Thank you for taking your time to review my application.**

Sincerely,

Tatum Quitzon