

Medical Records Specialist Cover Letter

71770 Jast Highway
Jeritown, AZ 19518

Dear River Daugherty,

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

In my previous role, I was responsible for support to facility security operations ensuring Global Security standards, policies and procedures are implemented and maintained.

Please consider my qualifications and experience:

- Demonstrated knowledge of health records privacy and security regulations
- Demonstrated knowledge of data entry
- Experience in utilizing a high volume multiline phone
- Assesses and checks scanned images against accuracy and quality requirements
- Performs analysis of documentation and assigns physician deficiencies to ensure timely completion and adherence to regulating agencies requirements
- Reconciles paper medical records with hospital census to ensure receipt of all patient records
- Ensures flow of clinical documentation to appropriate work queues for internal and external audits
- Maintains paper record storage areas for accessibility until destruction of original documents

I really appreciate you taking the time to review my application for the position of medical records specialist.

Sincerely,

Corey Ledner