

Medical Records Specialist Cover Letter

708 Brendon TunnelLake Claud, IL 37142

Dear Dallas Huel,

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

In the previous role, I was responsible for technical input into emergency response policies, processes, and procedures and assist in ensuring compliance with applicable governmental regulations and company standards.

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

- Inquire and gather information from the EMR, physician, referral sources, staff to ensure Face to Face documentation requirements are met
- Demonstrate excellent customer service and effective communication skills
- Participate in staff and in-service meetings, and development and training activities
- Communicate information accurately and demonstrates judgment when communicating confidential or patient related information
- Knowledge of HIPAA Guidelines and regulations
- Previous experience with EMR system preferred, HCHB helpful
- Medical records or HIM experience
- Excellent keyboarding skills with high level of accuracy

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

Sincerely,

Story Fritsch