

# Medical Records Specialist Cover Letter

915 Naomi CliffsOndrickamouth, WI 92044-3494

**Dear Drew Jaskolski,**

In response to your job posting for medical records specialist, I am including this letter and my resume for your review.

Previously, I was responsible for input for policies, procedures and training related to Medical Affairs and compliance, drawing on a current knowledge of regulatory authority guidelines and regulations governing scientific exchange.

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

- Proficiency with preparing packages for shipping using FedEx system
- Clerical skills including proficiency with data entry and computers programs
- RRA/RHIA or ART/RHIT or CCS/CTR or CCS-P or CPC coding certification or equivalent work experience
- Familiarity with policies and procedures relating to all aspects of medical record systems (i.e., paper-based and electronic)
- Basic medical terminology understanding with a working knowledge of HIPAA
- Excellent telephone, interpersonal, customer service and organizational skills
- Knowledge of medical record retention and destruction standards
- Previous medical office or institutional experience

**Thank you for considering me to become a member of your team.**

Sincerely,

Gray Koelpin