

Medical Records Specialist Cover Letter

243 Nadene Brooks North Jama, OK 33471-3170

Dear Phoenix Smith,

I am excited to be applying for the position of medical records specialist. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for guidance to physicians/licensed practitioners and facility personnel in completion of medical records, ensuring compliance with all laws, rules and regulations of federal and state agencies and within the Joint Commission standards for the quality of patient care.

Please consider my qualifications and experience:

- High school diploma (or equivalent) and completion of a formal
- AMRT preferred
- Previous experience in the use of a personal computer for word
- Determine records to be released by reviewing requestor information in accordance with HIPAA guidelines and obtaining pertinent patient data from various sources, including electronic, off-site, or physical records that match patient request
- Demonstrated proficiency using computer applications
- Knowledge of HIPAA regulations is preferred
- Process test results (Litho Link, labs, radiology,) and send to appropriate staff to follow up with patients
- Experience using general office equipment including desktop computer, scanner, Microsoft Office Suite to complete tasks

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Dakota Paucek