

Record Cover Letter

44410 Mosciski Mall Yostmouth, NH 50940-3946

Dear Story Flatley,

I submit this application to express my sincere interest in the record position.

Previously, I was responsible for technical assistance to providers and internal staff regarding best practices in the management of medical records.

Please consider my qualifications and experience:

- Knowledge of Environmental Monitoring
- Proficient with MS Excel spreadsheet/pivot tables, along with working knowledge of Microsoft Word and PowerPoint
- A background in Records Accuracy Management (RAM)
- BS in technical discipline or equivalent education, experience, training
- Quality and/or Regulatory experience in a medically regulated and technical environment
- Technical knowledge of manufacturing systems, methods and procedures
- Understands the components of a medical record, including how a record is maintained, organized and the retrieval of medical documentation in both paper and/or electronic format
- General knowledge of HIPAA privacy and security rules

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

Sincerely,

Marion VonRueden