

Risk Coordinator Cover Letter

35025 Brekke RapidNew Tashaberg, MS 08505

Dear Lennon Hartmann,

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

In my previous role, I was responsible for guidance and advice to employees and managers on the HR policies and procedures of the company and its business units.

Please consider my qualifications and experience:

- Assists with data collection and analysis
- Complete assigned unit rounding
- Participates in all facility Performance Improvement activities
- Coordinates FPPE and OPPE
- Collect, analyze and trend data on patient incidents utilizing the event reporting system
- Monitor event-reporting system and investigates adverse events as appropriate
- Facilitate root cause analyses of adverse events, participate in development of action plans, and monitor implementation of action plans
- Utilize acquired knowledge from analyses, investigations and root cause analyses to recommend process improvements in patient safety and quality initiatives

Thank you for your time and consideration.

Sincerely,

Story Upton