**Medical Records Clerk Cover Letter**

**Alice Carroll**

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Dear Ms. Lewis,

I read with great interest your recent ad for a Medical Records Clerk and am submitting my resume for your review and consideration. With over five years’ experience an associate’s degree in health care information and my recent certification as a Registered Health Information Technician I can bring the knowledge and professionalism required for this important position.

In my current position at a large Heart Health Clinic I support a staff of seven doctors by processing requests for patient files organizing laboratory x-rays and special reports in medical records and managing the sign-out system for chart pulling. My attention to detail has resulted in fewer instances of incomplete forms or missing signatures. With my experience and an understanding of the medical records computer system and attention to detail patient records are entered in the system and well as the hard copy files. I am in contact with the physicians to clarify diagnosis for patient files and because of my educational focus on medical terminology and diagnosis and procedure coding our communication is clear. I believe that a large research hospital such as yours would benefit from my professionalism and experience.

I look forward to your call to discuss this opportunity further. Thank you for your time and consideration.

Sincerely,

Alice Carroll