

Emily Smith

Certified Professional Coder, CPC®

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John Doe
Hiring Manager
EFG Hospital

Dear John Doe,

I am writing to express my interest in the Medical Billing and Coding Specialist position at EFG Hospital. I admire your mission to provide excellent healthcare services to underserved populations, as I am passionate about helping all patients get the accurate care that they need. As an AAPC Certified Professional Coder (CPC®) and Blackstone graduate, I have extensive knowledge of the coding profession, and I am eager to contribute my skillset in both medical billing and coding to this role.

In my current position as a medical coder at ABC Hospital, I routinely work in assigning CPT and ICD-10-CM codes, and my attention to detail has aided me in upholding a 97% accuracy rate. I stay up-to-date with best practices in the field and aim to maintain a high level of patient care and satisfaction. I attend weekly meetings to review procedures with the team, and I communicate as necessary to correct any discrepancies in patient records, which has helped me to sharpen my communication skills.

I completed Blackstone Career Institute's accredited Medical Billing and Coding Program, graduating with Distinction. At Blackstone, I started my coding journey and received hands-on practice coding real world, redacted medical records. I studied the fundamentals of anatomy and medical terminology and deepened my knowledge of the healthcare industry, studying medical billing, coding, and ethics. My education has provided me with the skills to work in an entry-level position as a medical billing and coding specialist.

Working in a nursing home as a Certified Nursing Assistant gave me my first exposure to the healthcare field and initiated my enthusiasm for providing the best patient care. I learned to apply HIPAA regulations in my everyday interactions with patients and their families. Also, I saw how much proper healthcare is important to quality of life, and I determined to be part of a healthcare team that conducts tasks with excellence.

Thank you for your consideration. I have attached my resume and look forward to further discussing your needs for this role.

Sincerely,



Emily Smith