Re: HIM Clerk - Health Information Management

Job ID: 317983

Date: July 20, 2017

To Whom It May Concern;

Currently I’m a Volunteer in the Health Information Management (HIM) department at the Adventist Health Care Aquilino Cancer Center at Shady Grove and a Volunteer at MedStar Montgomery Hospital Information Desk. I am also completing my HIM AAS degree at Montgomery College.

In 2000, I received a BS degree in Information Systems Management. I spent 15 years working as a software engineer and I’m very familiar with managing data and working with computers.

Working as a Volunteer at MedStar at the main information desk has given me a tremendous amount of experience dealing with patients/customers, vendors, security, and co-workers in various capacities. Some of the duties include: answer, provide information, and route internal and external phone calls, make photo identification badge for persons entering the building. A complete list of duties is contained in my resume.

So far, my volunteering at the Aquilino Cancer Center has given me experience with a product called Mosaic: validating patient data, confirming the data has been entered correctly electronically, and shredding the patient’s paper copies.

I’m now transitioning to a part-time student at Montgomery College to a full-time employee. I am presently on the Dean’s List and have a GPA = 3.5. I’m also a member of the Phi Theta Kappa National Honor Society. I have already completed the basic classes for HIM in Medical Terminology, Concept of Dieses/Pathophysiology, Biology, and Intro to Pharmacology.

I’d like to put my knowledge gained from software engineering, specifically data management, my HIM education, and my knowledge from volunteering to use in the management of health information. I have experience in most of the popular database management systems: Oracle, Sybase, MySQL, PostgreSQL, and Access, to name a few. I also have many years of experience working with Microsoft products such as Word, Outlook, PowerPoint, Project, Access, and Excel. I also have experience in quality control from testing software applications.

I believe I can be an asset to your company as you endeavor to provide HIM/Medical Records in response to requests from your patients and customers. I am also very interested and excited about the possibility of working for Adventist Health Care due to its depth in many different aspects of health care.

I would like a chance to speak with you about the position referenced above, or any other position where my experience may be valuable.

I can be reached at 301-938-4779 and [pegblaine@yahoo.com](mailto:pegblaine@yahoo.com).

Regards,

Margaret Blaine