

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Healthcare Organization Name]

[Department]

[Organization Address]

Dear [Hiring Manager Name/Title],

I am writing to express my strong interest in the Health Information Management (HIM) Director position at [Organization Name]. With extensive experience in health informatics, revenue cycle management, and clinical documentation improvement, I am confident in my ability to lead your HIM department toward excellence in data integrity and regulatory compliance.

Throughout my career, I have successfully managed complex health information systems and multi-disciplinary teams. At [Current/Previous Employer], I implemented [Specific System/Software] which resulted in a [Percentage/Metric] improvement in coding accuracy and a significant reduction in Days in Accounts Receivable. My expertise spans HIPAA privacy regulations, ICD-10-CM/PCS and CPT coding standards, and the transition to advanced EHR functionalities.

I am particularly drawn to [Organization Name] because of its reputation for [Specific Reason, e.g., Patient-Centered Care or Innovation]. I am eager to bring my skills in strategic planning, budget management, and clinical data analysis to your administrative team to ensure the highest standards of record-keeping and information security.

Thank you for your time and consideration. I look forward to the possibility of discussing how my leadership background in Health Information Management can contribute to the continued success of [Organization Name].

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your RHIA/RHIT/Relevant Credentials]