

Leilani Baldwin

☎ (413) 555-0198 ✉ leilani.baldwin@example.com 🔗 linkedin.com/in/leilanibaldwin

📍 123 Maple Street, Springfield, MA 01103

JULY 15, 2026

Hiring Manager
US Health Innovations
Boston, MA

Dear Hiring Manager,

I am excited to present my application for the Medical Record Reviewer position at US Health Innovations, a role that perfectly matches my extensive background and keen interest in healthcare data accuracy and quality management.

With over five years of hands-on experience managing outpatient medical records, I thrive in environments where meticulous attention to detail ensures compliance and enhances patient care outcomes. I understand the profound impact that each accurate code has on the larger healthcare landscape.

At Health Solutions Group, I conducted thorough medical record reviews aimed at Medicare risk adjustment initiatives, ensuring all work met high standards of accuracy and compliance. Enduring challenges arose when new coding regulations were implemented, yet I successfully adapted and maintained the quality of our reviews.

Additionally, I developed and led training programs for fellow team members, focusing on HEDIS chart abstractions and compliance with coding standards. This collaborative approach not only fostered teamwork but also inspired a culture of continuous improvement among my peers.

I am driven by the desire to improve healthcare delivery through precise medical record evaluation. I look forward to contributing to the growth and success of US Health Innovations with my skills and dedication.

Thank you for your consideration.

Sincerely,

Leilani Baldwin

Leilani Baldwin