

Eliana Rich

Outpatient Coding Specialist

☎ (217) 555-0198

✉ eliana.rich@example.com

🌐 linkedin.com/in/elianarich

📍 1234 Maple Street, Springfield, IL 62704

JULY 15, 2026

Hiring Manager
Optum
Remote

Dear Hiring Manager,

I am eager to express my interest in the Outpatient Coding Specialist position at Optum, as my extensive background in emergency room coding, coupled with my professional coding certifications, aligns seamlessly with your needs, demonstrating my profound capabilities and commitment to excellence in this essential area.

My role at HealthCoders Inc. has been pivotal, expertly assigning ICD-10 Codes and CPT for emergency services while ensuring strict compliance with the necessary guidelines, yielding enhanced accuracy, higher approval rates, and ultimately leading to superior patient outcomes by fostering clear communication between the coding and medical teams.

Navigating through my experiences, from compliance audits to training new team members, I have consistently achieved significant improvements in coding accuracy and process efficiency, all while immersing myself in the latest coding standards through comprehensive educational sessions, illustrating my proactive nature in this evolving field.

I truly understand the importance of collaboration in healthcare settings, where each role contributes uniquely to patient care, which has fortified my dedication to upholding exacting standards and has mirrored my journey of continuous growth and learning in this rapidly changing environment.

Though challenges arose along my career path, my resolve only strengthened as I adapted to new coding regulations and changes, showcasing that with persistence, mastery of coding guidelines not only fosters compliance but has also empowered my ability to contribute meaningfully within any coding department.

Thank you for considering my application.

Sincerely,

Eliana Rich

Eliana Rich