

Instructions

CSA Letter

CSAs choosing to send a letter would be responding on behalf of the CSA and profession – taking the opportunity to promote its members and the profession. CSAs will want to consider a coordinated effort and identify a responsible party to oversee the process. CSA members looking for employment may find this support very helpful in a job search.

Letter Instructions:

- Review content and customize to reflect your CSAs information and needs
- If sending a hard copy letter, print on CSA letterhead and professional quality paper
- Follow up with the contact person or Human Resources department within the specified time frame
- Keep a copy on file

Individual Letter

Individuals choosing to send a letter would be communicating on behalf of themselves – taking the opportunity to highlight the profession and their own unique qualifications.

Letter Instructions:

- Review content and customize to meet your needs
- If sending a hard copy letter, print on letterhead and professional quality paper
- Follow up with the contact person or Human Resources department within the specified time frame
- Keep a copy on file

Web Links

These Web links may be helpful to insert into either letter. Verify the URL is still accurate.

- www.ahima.org – AHIMA Homepage
- www.hicareers.com/whatishim1.html - What is health information management
- www.ahima.org/About/Default.aspx - About AHIMA
- www.himah.org – Our CSA Web site
- www.hicareers.com – Provides information about health information careers
- www.ahima.org/Certification/default.aspx - Provides information about AHIMA's credentials
- www.ahima.org/coding/profession.aspx - Information about medical coding professionals

**** Letter for use by CSAs ****

DATE

ADDRESS

Dear NAME:

I am writing regarding your job opening for a professional in the area of NAME. On behalf of the CSA NAME, I would like to share the qualifications Health Information Management (HIM) professionals possess to provide you other hiring options for this position. I would like to encourage you to seriously consider HIM professionals as another option for this position.

Insert a Customized Paragraph Here – specify the healthcare setting/department of the job opening and outline the qualifications within the HIM education/profession that makes HIM professionals qualified for this position.

As a representative of CSA NAME, I look forward to the opportunity of discussing the qualifications of HIM professionals. I will plan to call you early next week or feel free to contact me at CONTACT INFORMATION. I look forward to sharing more information about our profession and the abilities our professionals could add to ORGANIZATION NAME. Please feel free to learn more about the HIM profession and all it has to offer: INSERT URL ADDRESS.

HIM professionals are associate, baccalaureate, or master's degree prepared graduates who possess a unique mixture of education to prepare them for numerous job roles. HIM professionals have completed studies that incorporate the disciplines of medicine, management, finance, information technology and law preparing them to work in an array of healthcare environments and departments. HIM professionals are certified by the American Health Information Management Association. Certification demonstrates the competence necessary to deliver quality health information.

Thank you for allowing me the time to share this information with you.

Sincerely,

<SIGNATURE>

NAME, CREDENTIALS
CSA TITLE

**** Letter for Individual Use ****

DATE

ADDRESS

Dear NAME:

I recently saw your job opening in the LOCATION looking to hire a POSITION NAME. As a Health Information Management (HIM) professional, my educational and professional background has prepared me to be a strong candidate for this position.

As a NAME of DEGREE holder, I am an HIM prepared professional who possesses a unique mixture of education preparing me for numerous careers in various organizations and departments. In addition, I am certified as NAME of CREDENTIAL by the American Health Information Management which validates my competence and exemplifies my expertise to deliver quality health information.

The HIM educational experience is one that prepares its graduates for a broad depth of knowledge for many types of organizations involved in healthcare. By incorporating the disciplines of medicine, management, finance, information technology and law, I am a well-rounded professional who can successfully fulfill the qualifications required for this position.

I look forward to following up with you in the next week to share more information about my professional knowledge and expertise. I look forward to the opportunity to bring these skills to the position of a ROLE at ORGANIZATION NAME.

Sincerely,

<SIGNATURE>

NAME, CREDENTIALS