Name
Pasadena, CA
Phone number
email

December 12, 2018

Name,
Position
Inland Empire Health Plan
Rancho Cucamonga, CA 91729-1800

Dear Mr/Mrs

I recently became aware of an opening for a privacy investigator position at Inland Empire Health Plan. I am writing this letter to apply for the position. Please find attached a copy of my resume outlining my experiences and qualifications. I believe I will be a valuable addition to your organization.

I am a highly motivated and dynamic individual who possesses a comprehensive understanding of the healthcare system and health care plans. I have stayed up-to-date with current laws and regulations related to compliance matters. These include the Health Insurance Portability and Accountability Act of 1996 (HIPPA), the Health Information Technology for Economic and Clinical Health Act of 2009 (HIH), the United States Health and Human Services (HHS), the California Department of Managed Health Care (DMHC), and the California Department of Health Care Services (DHCS).

I am passionate about improving the quality of, and access to, care. I possess the ability to work in a fast-paced environment that requires utmost flexibility and responsiveness. I am familiar with compliance programs and can work independently to implement critical controls to manage regulatory functions and recognize risks. Also, I understand the significance of teamwork and collaboration, and possess effective communication, interpersonal, and leadership skills. In addition, I possess extensive knowledge and experience in designing and delivering mentorship and coaching initiatives to colleagues.

Given my solid educational foundation, a passion for regulatory compliance, and a commitment to improved healthcare outcomes, I am confident that I am best suited for this position. I look forward to the opportunity to contribute to your organization. Please review my resume for additional details regarding my career achievements and expertise.

Thank you for your time and consideration.

Sincerely

Name