

**\*\* 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