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To Whom it May Concern

I highly endorse Amy Munns to work in the Health Information Technology field. Amy completed an externship at our facility of 80 hours. In the time she was here, she proved herself to be highly capable in many areas. She is very dependable and hardworking and catches on to any task quickly.

Amy has excellent skills on the computer in Windows and Excel. She is very organized, a stickler for details, and follows through with all assignments given her. She is confident in her skills and knows her job well. I believe that Amy would be an asset to your company, as she brings a tremendous amount of energy and enthusiasm from her studies. She is a very bright and qualified individual, and a pleasure to work with.

During her 80 hour externship, she learned:

Monthly State Death Report and State Census, Daily Census, Monthly Physician Visit Log, Building New Admit Charts, Breaking down Discharge charts, Thinning Long Term resident charts, Filing overflow for Long Term residents, Chart filing, Storage of yearly charts, Weekly Physician's list for residents to be seen, Learned NetSolutions on line charting, Retrieving dictation, adding header, and printing for MD to sign, Reviewing telephone orders daily to make sure all diagnosis are current, Adding personal info, diagnosis, hospital dates of stay, and all pertinent info to patient e-chart, Printed and assembled Monthly MAR, TAR, Physician Orders, and Documentation for Re-Cap of month. She was instrumental in creating new forms that are more efficient for the Monthly Physician's log.

During my acquaintance with Amy, she has been efficient, professional, organized. She has my highest recommendation for any position she applies for. She will be a welcomed addition to your company.

Thank you,


Dianne Morgan