

Date _____

Member ID number _____

AAPC,

_____ has been employed at _____
(Member Name) (Company)

since _____. During this time, _____ has shown an
(Date) (Member Name)

extensive knowledge in utilizing and maneuvering through the ICD-9-CM, CPT, and HCPCS coding books;
which are required on a daily basis.

Current responsibilities include:

If you have any further questions, please feel free to contact me at _____ .
(Phone and/or Email)

Sincerely,

(Signature)

Name _____

Title _____

Company _____

*Please note: this letter must be printed on letterhead and signed in order to be accepted by AAPC.