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# Example of Business Office Manager Cover Letter

950 Booker Walks
Wilburburgh, WA 98006

**Dear Tatum Mayer,**

I am excited to be applying for the position of business office manager. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for guidance in reading and interpreting financial reports, along with reconciliation practices, and identifying errors in data entry and fund usage.

Please consider my qualifications and experience:

* Extensive working knowledge of Medicare and Medicaid and Coinsurance Billing preferred
* Ensure and/or maintain the integrity of resident trust accounts
* Prior experience in a health care setting, handling sensitive information strongly preferred
* Advanced proficiency in Microsoft Office including Word, Outlook and Excel
* Proven in-depth understanding of the medical revenue cycle, electronic billing, claims collection and account maintenance systems, healthcare finance and accounting procedures, ICD-9/CPT coding, medical terminology and knowledge of payor requirements
* Experience working with all types of third party payers (HMO, PPO, Medicare/Medicaid)
* Basic accounting procedures with some accounting background in a medically-related environment, Supervisory experience, extensive experience in accounts receivable and accounts payable and Billing operations
* Previous experience in business office operations, preferred

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Avery Zieme