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# Example of Patient Access Coordinator Cover Letter

3785 Okuneva Key
Sylvesterburgh, MO 50381

**Dear Rowan Hackett,**

Please consider me for the patient access coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for face-to-face patient counseling related to covered benefits, out of pocket expenses, and co-pays and deductibles.

Please consider my qualifications and experience:

* Preferred experience with patient scheduling
* Medicaid, other financial assistance program, insurance company, physician's office or health provider experience
* Knowledge of ZINC and SAP/COMET is an asset
* Helps coordinate staff meetings and staff minutes working with supervisor
* Demonstrate proficiency using various software packages such as, MS Excel, Access, MS Word
* Able to build and maintain a cooperative working relationships with staff and clinical departments; able to work as part of a team, able to work independently, be self­-directed and work effectively with individuals that have a wide diversified background
* Expert in insurance verification and authorization, financial counseling and point­ of­ service collections
* Proven excellent customer service, communication, verbal and written skills with an emphasis on professionalism, organizational skills, and attention to detail

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Riley Pagac