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# Example of Patient Access Coordinator Cover Letter

88180 Vito Islands
Shanaeside, OK 62852-9587

**Dear Shae Cole,**

I would like to submit my application for the patient access coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for management and oversight of department and individuals responsible for supporting Benefit Investigation, Prior Authorizations; Letters of Agreements; Pre-Determinations; management of Denials and Appeals; relationships with Administrative Law Judges (ALJ); and 501c3 Organizations (co-pay/premium), financial assistance, patient onboarding and medical insurance billing.

Please consider my experience and qualifications for this position:

* Promotes patient safety by reporting of issues through established channels and participating as requested in safety initiatives
* Telephonic nursing and/or telehealth experience preferred
* Experience working in a children’s hospital helpful
* Exhibits competency in the use of Microsoft Word, Excel, Word Perfect, PowerPoint, Visio
* Strong Cerner registration and scheduling knowledge and experience preferred
* BLS, First Aid, Handle with Care and Verbal De-Escalation training
* Analytical skills necessary in order to resolve semi-complex administrative problems, oversee and direct personnel in resolving problems when the supervisor or manager is not available, referring more complex problems the supervisor or manager
* Certified Application Counselor (CAC) and/or CHAM, CHAA (within 3 months of starting the role)

**Thank you for your time and consideration.**

Sincerely,

Stevie Brakus