Downloaded from <https://www.velvetjobs.com/cover-letters/patient-access-coordinator>

# Example of Patient Access Coordinator Cover Letter

391 Marcelino Haven  
Candelariaview, VT 77829

**Dear Zion Brown,**

I am excited to be applying for the position of patient access coordinator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for patient Service Functions: Manage incoming calls, scheduling, collection of co-pays and needed documents, and provide general Service orientation to patients.

Please consider my experience and qualifications for this position:

* Knowledge of data entry and use of a computer for patient registration and demographic information, retrieval of patient information and review of financial information
* Knowledge of routine office equipment such as a fax and copier
* Demonstration of proficiency word processing for data entry in account notes in the financial system
* Familiarity with the operation of personal computers
* Advanced skills in Microsoft Excel and Visio
* Advanced knowledge of Patient Access functions within Cerner Millennium
* Advanced knowledge of Soarian Financials applications
* Above average critical thinking skills to listen/read, interpret, evaluate and resolve customer issues with minimal supervision and positive outcome

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

Sincerely,

Ryan Zboncak