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# Example of Patient Access Coordinator Cover Letter

783 Predovic Greens  
Bergnaumburgh, CO 73685-2015

**Dear Avery Farrell,**

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 guidance to the Switchboard Operators, Medical Records Principal Clerks, Program Assistants and Patient Access Representatives.

Please consider my experience and qualifications for this position:

* Disciplined self-learner with independent work ethic, time management, organization and follow-up skills
* Proficient in the Microsoft Office suite with emphasis on Excel, Word and Outlook
* Experience with CRM systems and/or electronic medical record systems, or equivalent
* Experience in the healthcare industry, or medical office
* Familiarity with medical terminology and medical insurance requirements
* Knowledge of IDPH and Accrediting Organization regulations as applicable
* Knowledge of Revenue Cycle
* Excellent human relation, organizational and project management skills

**Thank you for taking your time to review my application.**

Sincerely,

Quinn Cummings