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# Example of Patient Access Representative Cover Letter

57299 Rebbecca Manors  
Sawaynfort, IN 35039-4711

**Dear Story Collins,**

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

Previously, I was responsible for clear and concise education concerning the medical benefits and government policies and procedures.

Please consider my qualifications and experience:

* Prepares a variety of charts/paperwork for pre-admission, admission and registration properly and accurately in a private atmosphere
* Assists in maintenance of department equipment and supplies
* Verify precertification numbers from physician office when registering and pre-registering patients
* Meet quality standards for department audits
* Advises different departments of revisions on registered patients
* Participates with hospital, department managements and coworkers to develop and implement process improvement
* Process telephone communications in an efficient and courteous manner
* Cross train in all areas of Patient Access

**Thank you for considering me to become a member of your team.**

Sincerely,

Corey Lebsack