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# Example of Patient Access Cover Letter

81156 Okuneva Manor  
South Quiana, MN 58689

**Dear Emerson Dooley,**

In response to your job posting for patient access, I am including this letter and my resume for your review.

In the previous role, I was responsible for medical treatment, assign insurance benefits, complete release of information, establish financial responsibility, and meet other internal regulator or payer requirements, including "Important Message from Medicare" and Care Everywhere.

Please consider my qualifications and experience:

* Demonstrated trouble shooting, multitasking and problem solving skills
* Mandatory completion Registration Thrive course within 90 days of employment
* Mandatory completion of the ADT Registration Epic course within 60 days of employment
* At minimum six months post high school education preferred
* Emphasis on financial analysis of insurance benefits for up front collections
* Focused knowledge with CPT, HCPCS and ICD-10 codes
* Certified Patient Account Representative (CPAR) or Certified Healthcare Access
* Knowledge of generally accepted accounting procedures and principles

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

Sincerely,

Dallas D'Amore