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# Example of Patient Services Specialist Cover Letter

57435 Nilsa Viaduct
Helainemouth, VT 55235-9968

**Dear Ari Von,**

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

In the previous role, I was responsible for analytical support for employee benefit programs (e.g., retirement plans, savings plans, health insurance plans, group insurance) by analyzing trend data and legislative mandates/updates (e.g., Affordable Care Act, Family Medical Leave Act) to keep plans compliant and market competitive.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Interview and assist in selection of new staff
* Perform departmental quality control to include Q.A
* Assign the PSS daily work schedule as appropriate and make necessary adjustments
* May perform billing/ data entry
* Complete labor and industry/ self-insured claim forms and follow-up paperwork
* Perform extra duties in Supervisor’s absence
* Process requisitions and orders in a timely manner
* Direct staff to appropriate resources, forms

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

Sincerely,

Rory Jenkins