

Billing Team Lead Cover Letter

612 Runolfsson Oval East Shirely, NE 64754

Dear Cameron Christiansen,

In response to your job posting for billing team lead, I am including this letter and my resume for your review.

In my previous role, I was responsible for training, support and guidance to the Department as well as other departments in support of billing functions.

My experience is an excellent fit for the list of requirements in this job:

- Strong interpersonal skills, high level of professionalism and a collaborative management style
- Strong knowledge of the credit approval process and credit and collection strategies
- Strong history of successful credit/collections recovery preferred
- Clear understanding of the impact billing has on Revenue Cycle operations and financial performance
- Unquestioned integrity and honesty
- Manage all specialty billing and payment
- Assists the Director of Billing to oversee all aspects of ERP and other system implementation efforts as they relate to billing
- Expert knowledge in using spreadsheets (preferably Excel), Oracle

I really appreciate you taking the time to review my application for the position of billing team lead.

Sincerely,

Spencer Tremblay