

# Business Office Cover Letter

933 Zemplak GreensNorth Oswaldotown, WY 47640-2249

**Dear Azariah Cummings,**

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

In the previous role, I was responsible for financial accountability and ensures compliance with state, university and external funding agency guidelines; responsible for all administrative and financial affairs of the department, including personnel, procurement, travel, accounts payable, accounts receivable and general accounting-related issues within the department.

Please consider my qualifications and experience:

- Knowledgeable of HIPPA guidelines, Red Flag Rules, and Medicare Conditions of Coverage requirements
- Experience using reporting and/ or financial management systems
- Experience of exposure to regular expression and/ or scripting languages
- Policies & Procedures – demonstrates knowledge and understanding of facility organizational policies, procedures, and systems
- Work hours – 16hours/week
- Knowledge of HIPPA guidelines, Red Flag Rules, and Medicare Conditions of Coverage requirements
- Familiar with a Long Term care Setting preferred
- Experience with all the various payer types, including self-pay, Commercial, Workman's Compensation, Medicare, Medicaid, and Marketplace

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

Sincerely,

Sutton Pagac