

Central Office Cover Letter

754 Alejandra Lakes Dwaynechester, AL 25850-6801

Dear Sam Harber,

I am excited to be applying for the position of central office. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for technical assistance in identifying, evaluating and developing methods and procedures that are efficient, effective and meet good business practice.

Please consider my qualifications and experience:

- Manage relationships and schedules with UPS, FedEx and couriers
- Perform all incoming and outgoing shipping activities to ensure accuracy, completeness and conditions of shipments and mail
- Assist with movement and tracking of sample inventories
- Exceptional customer service, communication, organization, planning and problem solving skills
- Install, provision, repair and maintain stored program control switching systems, Electronic Switching System (ESS) central office and/or ETS (Electronic Tandem Switching) central office (e.g., DMS-10, DMS100, DMS200, 5ESS)
- Report building maintenance issues
- Knowledge of UB-92 billing requirements, payer claim processing cycles, knowledge of revenue cycle operations, AR system skills, claim scrubber billing system skills, knowledge of Web MD and payer claim status and eligibility systems, and imaging system skills
- Demonstrated knowledge of managed care contracts and government payment regulations

Thank you for your time and consideration.

Sincerely,