

Collection Specialist Cover Letter

823 Lucien LockSouth Monet, ME 77702

Dear Corey Howell,

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

In the previous role, I was responsible for expert advice and guidance to assist the assigned office in staffing based on federal regulations, USAID ADS policies, OAA requirements, and HBMO processes.

Please consider my qualifications and experience:

- Resolve large volumes of shortages and compliance chargebacks, request proof of delivery
- Knowledge of various payer processing and submission guidelines preferred
- Self-motivated & possess initiative, results-oriented, meticulous, mature, persistent and pleasant
- Self-driven and able to work without direct daily manager supervision
- Strong emphasis will be placed on customer service and service excellence
- An understanding of medical billing, the IDX and EPIC Billing System and knowledge of the various specialties is preferred
- Proficient Microsoft Excel and Word
- Interpersonal/People Skills', for working with Colleagues and Customers

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Stevie Hansen