

Credentialing Coordinator Cover Letter

4640 Albertine OvalPort Cedrickville, ID 48922-2320

Dear Robin Parisian,

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

In the previous role, I was responsible for support to Optometrists as well as Credentialing Verification Organization to ensure that credentialing is completed in a timely manner.

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:

- Demonstrated proficiency in computer applications (Windows, MS Office, databases)
- Assists physicians and office staff with appointment applications as needed
- Knowledge of computer programming, particularly in the development and implementation of databases
- Strong computer knowledge and technical skills
- Significant working knowledge of State regulatory requirements and accreditation standards, including TJC, NCQA, AAAHC, and CMS standards
- Occasional travel to other facilities, and physician offices
- Intermediate knowledge of PC applications, including Microsoft Office
- Demonstrated working knowledge of healthcare and credentialing industry, including medicolegal issues and laws, regulatory agencies, and other national standards preferred

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Ari Schaefer