

Credentialing Coordinator Cover Letter

7125 Derick Track Lake Bennyfort, AZ 02445

Dear Bellamy Senger,

I submit this application to express my sincere interest in the credentialing coordinator position.

Previously, I was responsible for primary source verification/ongoing review of credentialing files.

Please consider my experience and qualifications for this position:

- Microsoft Excel, Word, and Adobe knowledge
- Intermediate to expert knowledge and application of accreditation and regulatory requirements governing the credentialing, credentialing delegation, and peer review functions
- Able to perform with considerable latitude using independent judgement under administrative direction
- Superior/Excellent organizational, written and oral communication skills, ability to problem solve and make decisions
- Able to work independently and apply critical thinking skills to complex processes and tasks
- Working knowledge of Medical and Business terminology
- Experience in delegated credentialing functions
- Advanced knowledge of multi-task computer operation in a Windows environment, in particular Windows based PC systems with an emphasis on Excel proficiency

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

Sincerely,

Morgan Muller