

Credentialing Specialist Cover Letter

79189 Christiansen RapidRosariamouth, AZ 55802-0162

Dear River Grimes,

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

In the previous role, I was responsible for essential credentialing and quality control functions to support Advocate's goals for credentialing health care providers while ensuring adherence to legal.

Please consider my qualifications and experience:

- Knowledge and understanding of credentialing and recredentialing process
- Proficient using Microsoft Excel, Word, PowerPoint, Outlook & Cactus (or other Credentialing Software program)
- Maintain positive working relationships with co-workers and clients outside of the office
- Certified Provider Credentialing Specialist certification (CPCS) by the National Association Medical Staff Services is preferred
- Demonstrated experience in Windows and Microsoft Word
- Proficient using Microsoft Excel, Word, PowerPoint, Outlook &
- Microsoft Office (Outlook/Excel/Word), some knowledge of Healthcare/Credentialing/MCO, typing, Facets, Macess, or Cactus experience
- Prepares credentials file for completion and presentation to Medical Staff Committees, ensuring file completion within time periods specified

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

Sincerely,

River Schultz