

Employee Health Cover Letter

122 Herzog Valley Rosarioland, TN 19216-4669

Dear Ryan Spinka,

I would like to submit my application for the employee health opening. Please accept this letter and the attached resume.

Previously, I was responsible for leadership and vision in Workers Compensation insurance policy renewal negotiation, financial management of premiums, lead Organisation Change to achieve Workers Compensation and Health objectives and strategies.

Please consider my experience and qualifications for this position:

- Board certification/eligibility in applicable field of Medicine
- Schedule Employee Health Services appointments in a timely and courteous manner
- Initiate reminder calls to employees regarding appointments
- Maintain clerical aspects of the Employee Medical Record including but not limited to assembly, accurate up-to-date records, proper identification, and appropriate filing of all records and charts, scan and maintain old chart documentation
- Maintain rights and confidentiality of employee information
- Obtain and copy Employee Medical Record upon request of employee
- Role is active
- Experience with MS Office, specifically Word and Excel

I really appreciate you taking the time to review my application for the position of employee health.

Sincerely,

River Davis