

Enrollment Specialist Cover Letter

8202 Bonita PrairieWest Elaseport, OH 30461-5527

Dear Bellamy Hackett,

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

Previously, I was responsible for analysis of all data related to EHS performance at various facilities and divisions using applicable RMIS data tools.

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:

- Able to work as a team with other agents in the vendor enrollment department
- Interact with individuals at all levels of an organization and have the aptitude to learn new markets and solution suites
- Previous experience working in an ambulatory healthcare setting, managed healthcare setting, medical staff office or credentials verification organization
- Able to organize documents, data entry, review documents in detail and proofread
- Able to communicate effectively both verbally and in writing and work with individuals of diverse backgrounds
- Knowledge of Cactus Credentialing Software
- Knowledge of The Joint Commission's Standards as they relate to Credentialing and Privileging
- Knowledge of NCQA standards as it relates to credentialing and health plan enrollment

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

Sincerely,

Jordan Reynolds