

Enrollment Cover Letter

59869 Jaleesa VillageCasperport, OK 46150

Dear Alexis Fritsch,

Please consider me for the enrollment opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for secretarial and clerical support to departmental professional staff and administrators including filing, labeling, compiling reports, and providing information to update manuals and procedures.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of physician enrollment with government/managed care organizations
- Sound organizational, time management, communication, customer service and Microsoft Word/ Excel skills
- Experience with Provider Enrollment applications with Medicare, Medicaid, and government payors
- Knowledge of CAD, dispatch or Jaguar billing system preferred
- Working knowledge of payor policies and billing vendor's billing procedures
- Working knowledge of PC applications (MS Office)
- Organized, strong attention to detail, with excellent follow through abilities
- Convey thoughts in a well-organized, concise manner

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

Sincerely,

Tatum Hahn