

Front Office Cover Letter

7915 Poulos Turnpike Cummingsland, AR 15230

Dear Corey Quitzon,

I am excited to be applying for the position of front office. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for assistance and coverage for front office functions as required.-Prepares and conducts training sessions with staff regarding coding, accurate charge entry, and other front office functions.-Develops and maintains a professional department that assists the organization toward its goal of improving cost-effectiveness of health care delivery.-Acts as liaison between physicians, administration, and business departments.-Coordinates office procedures with front office, medical staff, and billing office to ensure smooth flow of information within departments.-Participates in the completion of month-end close checklist for all assigned items to ensure meeting or exceeding corporate timelines.-Implements and complies with Company Reimbursement Policies and Procedures to maximize efficiency.-Reviews all attorney requests and records to ensure proper authorization has been obtained and all documentation is present.-Oversees insurance verification process, in addition to patient financial counseling to ensure patients are apprised of financial obligations.-Ensures that authorizations are obtained in a timely manner.-Reviews posting of charges from encounter forms and hospital charges within 24 hours.

Please consider my experience and qualifications for this position:

- Ideally knowledge of SAPR3 CRM / BW
- Proficiency in Microsoft Suite, particularly with Outlook, Word and Excel
- Communicates and executes departmental and hotel emergency procedures and ensures Front Office staff are trained in safety procedures
- Answers telephone calls and relays messages containing accurate and complete information including name of caller, affiliation, date and time of call, and call back number
- Developing and maintaining open lines of communication within the

- To provide feedback to the team that spurs a growth mind-set, enjoys having a great conversation, increased quality and quantity of honest, frequent and timely feedback
- Provide orientation and training to staff
- Assist receptionist when needed by answering incoming phone calls

Thank you for taking your time to review my application.

Sincerely,

Armani Lebsack