

Improvement Coordinator Cover Letter

887 Sabina GlenExieville, VT 18085

Dear Skyler Schoen,

In response to your job posting for improvement coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for support and guidance for Quality to develop procedures and work instructions for Corrective and Preventive Actions.

Please consider my experience and qualifications for this position:

- Knowledge of the National Committee on Quality Assurance (NCQA) Standards for the accreditation of managed care organizations HEDIS specifications
- Significant exposure to and knowledge of hospital and clinical department operating policies and procedures
- Strong communications skills with physicians, nurses, and others
- BSN or RN is highly preferred
- Health related Masters is preferred
- National Committee for Quality Assurance (NCQA) and Healthcare Effectiveness Data and Information Set (HEDIS) experience preferred
- Six Sigma Green Belt certification, experience with Lean and Six Sigma team facilitation, and basic knowledge of statistics and data analysis tools desirable
- Certified Professional in Healthcare Quality (CPHQ) desirable

I really appreciate you taking the time to review my application for the position of improvement coordinator.

Sincerely,

Gray Schaden