

Improvement Coordinator Cover Letter

63354 Simonis Trafficway Lake Augustport, AL 62751

Dear Max Hansen,

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

In my previous role, I was responsible for service to departments within UPMC Health Plan under the direction of the Supervisor, Provider Performance, Quality Improvement to assist in the management, coordination and implementation of projects and initiatives set forth by the HEDIS Improvement department.

Please consider my experience and qualifications for this position:

- Excellent interpersonal and communication skills to effectively interact with applicants, accepted patients, families of patients, and all levels of healthcare providers
- Knowledge of project management with skills that support performance improvement and change management
- Highly accurate, detail and multi-task oriented, self-motivated, maintain confidentiality and exhibit excellent judgment and problem solving skills
- Proficient in Microsoft Office in MS Word and MS Excel
- Strong understanding of clinical practice highly preferred
- Strong understanding of Outpatient flow highly preferred
- Analytical background and data driven preferred
- Experience in performance improvement models such as PDSA or Lean Six Sigma is desirable

Thank you for taking your time to review my application.

Sincerely,

Baylor Labadie