

Mental Health Case Manager Cover Letter

989 Victor Expressway North Ramiro, WA 03039-8146

Dear Landry Boyer,

In response to your job posting for mental health case manager, I am including this letter and my resume for your review.

In my previous role, I was responsible for compassionate and professional mental health and chemical dependency evaluations in the hospital and community (e.g., police department, schools) and makes appropriate treatment recommendations.

Please consider my qualifications and experience:

- Experience in college mental health, including crisis assessment, management, and intervention, and confidentiality requirements
- Graduate of an accredited school of social work, sociology, or related field
- Contributes to cost effectiveness/efficiency and demonstrates awareness of benefit system and cost benefit analysis
- Understands the capabilities of outside referral sources such as home health, sub-acute care and skilled nursing facilities
- Meets with treatment team to provide utilization review information, discusses issues pertaining to continued stay, discharge and aftercare plans, evaluates current financial resources, and discusses whether documentation reflects the need for continued stay and at what level of care is the most appropriate
- Performs effective utilization review techniques to work with physicians, third party payors, and federal and local agencies to prevent denials of payment or days
- Acts as a resource for unit personnel in the resolution of utilization/case management problems and expediently communicates identified problems to appropriate personnel in an effort to enhance departmental operating efficiency
- Collaborates with all members of the health team to ensure reimbursement optimization, appropriate discharge planning, and cost-effective quality care

Sincerely,

Peyton Schuster