

Mental Health Case Manager Cover Letter

12809 Fahey FortWest Jorge, UT 52856-0263

Dear Hayden Steuber,

I would like to submit my application for the mental health case manager opening. Please accept this letter and the attached resume.

Previously, I was responsible for patient counseling and education about common mental health and substance abuse disorders and available treatment options.

Please consider my experience and qualifications for this position:

- Demonstrates competence in coordination and service delivery
- Evaluates the quality of necessary medical services, utilizes criteria to determine medical necessity of admission and interacts with physicians to facilitate patient assignment to appropriate alternative of care
- Provides appropriate and timely information to third party payors to facilitate financial outcomes and ensures patients are receiving appropriate level of care
- Possess thorough understanding of members served rights and understanding of mental health legal processes
- Familiarity with the 12-step program or other similar programs
- Complete due diligence in process of seeking and implementing needed improvements
- Apply the "Golden Thread" when creating and documenting services
- Empathy, Listening Skills, and appropriate Boundary Setting Skills

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Charlie Prosacco