

Patient Access Manager Cover Letter

24818 Janay CovesSouth Marvin, MD 68487

Dear Charlie Block,

I would like to submit my application for the patient access manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for ongoing education to all UAMS employees regarding use of the patient safety event reporting system, patient safety topics, and culture of safety.

Please consider my experience and qualifications for this position:

- Advanced level of Microsoft Office (Excel, Access)
- Use metrics to analyze team performance
- Gather necessary scheduling and triaging information and help develop protocols and workflows for staff
- Knowledge of ICD-9 and CPT coding and an understanding of third party payers
- Ensures that the department is staffed with capable personnel, training and tools to perform the job duties assigned
- Establishes and maintains documented processes and training material for the department
- Proactively monitors and strives to maintain high levels of quality, accuracy, and process consistency within the department
- Develops and manages resources in order to execute on action plans within the approved budget targets

Thank you for taking your time to review my application.

Sincerely,

Quinn Powlowski