

Patient Accounts Rep Cover Letter

788 Ross CommonBatzport, NE 44215

Dear Blake Fadel,

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

In my previous role, I was responsible for support to NUMC staff and providers relating to state regulations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Bilingual communication skills helpful
- Bending, lifting (10-20 pounds), grasping, fine hand coordination, pushing, pulling and prolonged sitting
- Previous experience in Medicare billing preferred
- Previous related experience in accounts payable and accounts receiveable strongly preferred
- Previous experience in ED Level Charging preferred
- History of critical thinking and analytical judgement in trouble shooting claim problems
- Be resourceful, able to function independently and provide ideas to expedite processes in AR challenges
- Experience with Microsoft Office (Word, Excel), Epic, and Navinet

Thank you for considering me to become a member of your team.

Sincerely,

Dakota Mayert