

Patient Accounts Cover Letter

35137 Wehner PlazaSherryltown, IL 60776-7337

Dear Royal Hickle,

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

In the previous role, I was responsible for technical assistance to employees and vendors regarding electronic bill submission to ensure superior customer service and compliance with agency rules and regulations;.

Please consider my qualifications and experience:

- Orients new employees on departmental standards of policies and procedures
- Trains and directs staff on new and standard procedures
- Analytically resolves problem situations
- Recommends changes in policies and procedures
- Develops departmental goals and objectives in conjunction with appropriate Supervisors
- Communicates appropriate information to subordinates and keeps peers and Supervisors apprised of needs and current developments
- Attends seminars and meetings to keep current on concepts, techniques and methods relative to areas of responsibility
- Performs additional assignments as needed

I really appreciate you taking the time to review my application for the position of patient accounts.

Sincerely,

Campbell Mante