

Patient Care Representative Cover Letter

481 Hosea Village Luannstad, OH 67456-1396

Dear Denver Davis,

I am excited to be applying for the position of patient care representative. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for specialist's office with pertinent medical records, while maintaining confidentiality*.

My experience is an excellent fit for the list of requirements in this job:

- EHR, Practice Management System and Departmental/Ancillary Systems
- Superior organization, documentation and data entry skills are necessary for success in this role
- Demonstrated problem solving skills, interpersonal skills, and relationship building skills
- Present an attitude of willingness to go above and beyond to help resolve the callers' situation
- Schedules patient appointments in the IDX system, consults and schedules ancillary service appointments on manual and/or computerized system
- Makes reminder and "no show" calls and provides schedule information to the practice
- Prints schedules and confirms appointments
- Performs a complete registration of patient clinical, financial and demographic information into the ADT and IDX system

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

Sincerely,

Shiloh Hackett