

Patient Care Representative Cover Letter

17030 Alexis RoadsNew Andreas, AZ 63168-6611

Dear Ari Lowe,

Please consider me for the patient care representative opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for documentation in the patients' electronic medical records.

Please consider my qualifications and experience:

- Matches all Faculty Practice payments to corresponding charges/superbills
- Completes all necessary documents for payments accrued
- Reconciles on a daily basis cash collections against deposits
- Utilizes and understands basic medical terminology
- Completes visit encounter forms and enters ICD9-CM or CPT-4 information into the IDX or ADT system
- Refers complex billing issues to the Patient Service Coordinator for resolution
- Identifies, reports and resolves problems effectively
- Implements and maintains the Ambulatory Care Customer Relations Program

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

Sincerely,

Armani Koepp