

# Patient Care Representative Cover Letter

63940 Durgan PathSouth Joesph, MT 57484-8474

**Dear Haven Schmitt,**

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 the previous role, I was responsible for support for the Medical Staff and office staff.

Please consider my experience and qualifications for this position:

- Selects the best appointment type or option based on each patient's chief complaint while maintaining a professional telephone demeanor
- Updates patient information in electronic medical records (EMR)
- Maintains responsibility for following HIPAA compliance protocols and procedures for the release and transmission of EHR information to approved individuals and entities
- Check-in/out patients, takes payments and schedules follow-up appointments
- Balance cash drawer daily, maintains petty cash
- Retrieves messages received via telephone, fax, mail, or electronically, and directs to appropriate person
- Scans or otherwise inputs information into EHR or practice management software as appropriate
- Works closely with clinical Site Coordinator to ensure efficient patient flow and smooth clinic operations

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

Sincerely,

Tatum Rempel