

Patient Care Representative Cover Letter

13117 Gleason Fork Colefort, TX 14116-2090

Dear Emerson Metz,

In response to your job posting for patient care representative, I am including this letter and my resume for your review.

In the previous role, I was responsible for training and direction for the front office and medical assistant staff.

Please consider my qualifications and experience:

- Medical billing and coding experience preferred
- Knowledge of all aspects of paper and electronic billing
- Working knowledge with Medicare, Medi-Cal, Private, PPO and HMO
- Detail oriented, computer skills
- Key board skills with basic computer knowledge needed
- A course in medical terminology
- MS office/ Windows proficiency
- Medical Record Coding (ICD-10, CPT, HCPCS)

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

Sincerely,

Landry Hessel