

Patient Care Representative Cover Letter

45065 Desmond EstateRaynorview, MI 25215-6893

Dear Spencer Rutherford,

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.

Previously, I was responsible for supervision of provider scheduling, call and leave for medical staff.

Please consider my experience and qualifications for this position:

- College Diploma or certificate preferred
- Knowledge of medical office or hospital scheduling systems and electronic medical records preferred
- Knowledge of medical terminology and medical office billing and operations preferred
- CA Drivers License w/ clean DMV report
- General knowledge of vehicles and vehicular maintenance
- Graduate of a Medical Receptionist training program or six months experience in a medical facility
- Participant in RV driving school or defensive driving class preferred
- Handles telephone system while simultaneously prioritizing calls according to urgency

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Lennox Anderson