

Patient Care Representative Cover Letter

868 Lisette KnollMitzifort, ID 82663

Dear Justice Zemlak,

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

Previously, I was responsible for oral office charts, medical records, and educate patients on required manage all appropriate alerts.

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

- Assist Site Coordinator with monthly clinical operations reports
- Expertise in CPT and ICD.9 coding preferred
- Similar experience in medical front office (including knowledge of managed care insurance, CPT- and ICD- coding, cashiering, and appointment scheduling)
- Experience with electronic health records (Allscripts preferred)
- Experience with telephone customer service on a multi-line phone system
- Typing / keyboarding skills 45 WPM
- Comply with Medical Foundation, department and unit standards, including but not limited to safety, infection control, quality management, environmental, confidentiality, and patient care
- Happy, welcoming, and can-do attitude with patients and coworkers

Thank you for taking your time to review my application.

Sincerely,

Jordan Ernser