

Patient Financial Services Cover Letter

62935 D'Amore Tunnel Stacieville, MD 22410-0743

Dear Shae Lueilwitz,

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

In my previous role, I was responsible for reliable support to clinical staff by looking up insurance information to identify patient eligibility and compliance with insurance coverage guidelines, use information provided by the referral coordinator team in identifying estimated insurance and patient costs for hearing aids; enter information onto purchase agreements.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Intermediate level proficiency or greater in Microsoft Office and Windows
- Working knowledge of cash posting procedures
- Competent customer service capabilities
- Demonstrated PC skills, including an in depth knowledge of word processing, spreadsheets, and database applications
- Knowledge of insurance, referral and surgery processes
- Proven leadership experience driving positive results in a collaborative, metric-driven environment
- Leadership experience in a complex academic safety-net environment preferred
- Knowledge of managed care contracting, charge capture, State and Federal regulatory standards, rules and regulations

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

Sincerely,

Brooklyn Sawayn