

# Patient Registration Representative Cover Letter

59326 Abe InletPort Adriennehaven, SD 85791-7013

**Dear River Cole,**

I submit this application to express my sincere interest in the patient registration representative position.

Previously, I was responsible for hands-on supervision of Registration staff by overseeing the registration process, monitoring the status of registration WQs and Worklists.

Please consider my experience and qualifications for this position:

- Demonstrated working knowledge of computer applications
- Hospital patient access or billing, medical office receptionist, insurance office experience
- Previous clerical and in-person customer service experience
- Keyboard proficiency (40 wpm), computer data entry, and medical terminology
- Certified Healthcare Access Associate (CHAA) or Certified Revenue Cycle Specialist (CRCS) is preferred
- Medipac or EPIC experience preferred
- Patient Registration, financial counseling, or insurance experience
- Customer service in a call center

**I really appreciate you taking the time to review my application for the position of patient registration representative.**

Sincerely,

Phoenix Hintz