

# Patient Registration Representative Cover Letter

88551 Ziemann LockEast Stephanybury, MI 02132-2972

**Dear Corey Mraz,**

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

In my previous role, I was responsible for system level oversight for Optum360 client improvement programs and initiatives related to assigned Patient Access activities, working with the department's Senior Directors, Regional Patient Registration Directors, Corporate Directors and Managers, and Facility leadership, as warranted.

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

- Schedules appointments utilizing scheduling software tools
- Secures authorization and referral if applicable
- Greets the customer in a polite and professional manner whether face - to - face or on the phone, determines needs and responds appropriately and courteously
- Responds to customer issues (intra - departmental, inter - departmental, and public) timely and to the satisfaction of the customer
- Interviews patients and / or their representatives in order to obtain accurate demographic, insurance, and claim adjudication information in a timely, courteous, professional manner
- Displays dignity and respect in all interactions
- Conforms consistently to all system changes
- Possess functional knowledge of systems and the revenue cycle in order to adequately assist customers and reduce the unnecessary transfer of work flows

**Thank you for your time and consideration.**

Sincerely

