

# Patient Registration Representative Cover Letter

351 Floria TraceLake Cary, WV 06517

**Dear Gray Doyle,**

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 direction and support to the registration team lead or designee related to programs that enhance partner development and engagement.

Please consider my qualifications and experience:

- Relevant medical office, hospital / physicians billing or patient registration experience preferred
- Proficient computer skills and able to use, at minimum, Word, Excel, and Adobe
- Some college level coursework, particularly Medical Terminology or Medical Assistance
- Admitting Representative and third party payor experience
- National Certification of CHA
- Collect insurance co-payments
- Maintains professionalism and ensures that customer service is the number one priority
- Greet patients and visitors, respond to questions/concerns and direct them to appropriate location

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Sam Stamm