

# Patient Registration Representative Cover Letter

88600 Jc Landing South Tennille town, KY 44342-9726

**Dear Denver Gutkowski,**

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

Previously, I was responsible for 2 week hands-on training programs with all new registration staff in a classroom setting on Patient Access policies, Cerner and Series entry and registration processes.

Please consider my experience and qualifications for this position:

- Demonstrates knowledge of insurance and managed care requirements including ongoing updates/changes with insurance companies
- Obtain Advance Directive and Medicare information
- Assist in department coverage
- Interview patients applying Patient Selection and Creation P & P and obtain patient demographic and insurance information
- Duties include assisting in proper identification of the patient, collection of patient demographics information, cashiering, financial counseling, advocating for government programs, anticipating and responding to the non-clinical needs of patients and their families
- Register and confirm patients for drive through COVID testing in a healthcare setting
- Provide superior customer service to all customers accurately and timely in a positive manner
- Provide armbands in a timely manner and verifies all information on the armband with patient to ensure accuracy

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

Sincerely,

