

Patient Registration Representative Cover Letter

9209 Diego Greens New Olenside, WA 31112

Dear Denver Hoeger,

I would like to submit my application for the patient registration representative opening. Please accept this letter and the attached resume.

Previously, I was responsible for registration support to all areas of the hospital per the needs of the patient and department.

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:

- Acts as a role model for peers by striving for excellence, displaying a positive attitude, and actively supporting the team concept
- Volunteers to work additional hours or offers to contribute to on - going projects / assignments outside the scope of their own specific functions
- Maintains accuracy of insurance coverage and guidelines including not but limited to verifying coverage through online eligibility software / insurance web - sites / customer service phone lines
- Investigates and identifies patient - responsibility dollar amounts in order to successfully collect point - of - service payments when appropriate
- Charge posting where applicable when staff is not available timely
- Accurately arrive and register patients into the electronic medical record
- Performs timely and accurate registration
- Performs complete and accurate pre-registrations, registration, and admission functions

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

Sincerely,

Finley Luetzgen