

Patient Representative Cover Letter

702 Gorczany Views East Dewittborough, AR 60434

Dear Armani Beer,

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

In the previous role, I was responsible for outbound communication for multiple dental offices with the goals of accurately scheduling patients within guidelines, routing clinical and billing inquiries to appropriate clinical or administrative pools.

Please consider my qualifications and experience:

- Excellent customer service, communication and telephone etiquette skills
- Certified Health Access Associate (CHAA)
- Promotes positive patient experience with internal and external customers
- Demonstrates respect and sensitivity to cultural/social differences in interactions with others
- Promotes patient rights through patient advocacy
- Identifies and makes recommendations for enhancing the patient experience
- Addresses concerns from sources outside of the hospital received through phone calls, emails and social media
- Receives concerns and suggestions from patient and families while in the hospital

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

Sincerely,

Sam Turcotte