

Patient Representative Cover Letter

11686 Goldner CourtsStreichstad, PA 02775-8322

Dear Bellamy Larkin,

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

Previously, I was responsible for assistance and support on development of labor management education programs and communication materials; working with Organizational Development staff, participates in the delivery of basic labor management education;.

Please consider my experience and qualifications for this position:

- Assist client to complete necessary forms
- Provide translation support for medical information between the nurse and client (Spanish translation)
- Obtain completed Release of Immunization Record form for record release
- Keep supervisor apprised of any problems with customers, staff, equipment or facility
- Complies with safety practices and proper use of tools and equipment
- Data entry of Immunization information
- Reconcile and approve cashier reports using AIMS
- Provide Immunization Record releases to clients according to HIPAA guidelines

Thank you for taking your time to review my application.

Sincerely,

Dallas Green