

Patient Representative Cover Letter

7859 Heller FordsNew Ka, ID 82378-2086

Dear River Bernhard,

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

In my previous role, I was responsible for patients with a complete and thorough understanding of the CSHP courtesy insurance filing system.

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:

- Experience working in immunizations or
- Knowledge of patient care and patient concerns
- Excellent human relations and oral and written communication skills
- Excellent counseling skills to diffuse difficult interactions
- RN licensure issued by the PA Board of Nursing preferred
- Skill in the use of basic office equipment, personal computers, software and business phone system
- Working knowledge of the BAR and scheduling sections of the EPIC system preferred
- Act as liaison to strengthen the relationship between the Medical Center and patients and their families, effect resolution to problems, and assist in potential crisis situations

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Rowan Torphy