

Patient Scheduler Cover Letter

10681 Beer Ways Daphneville, NV 83934

Dear Shae Schulist,

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

Previously, I was responsible for support to Abbott Northwestern's Weight Management clinic through activities such as patient registration, scheduling, reception/check-in, insurance processing, cash receipts, answering phones, maintaining medical records, and providing clerical/administrative support.

My experience is an excellent fit for the list of requirements in this job:

- Experience with scheduling in a healthcare setting strongly preferred
- Bi-lingual especially in Somali, Spanish, or ASL
- Experience in Epic-OP Time (Epic operating room scheduling module) and Vendor mate preferred
- Experience as a supervisor is preferred
- Analytical skills necessary in order to process admissions appropriately calculating patient shares
- Medical terminology experience strongly preferred
- Preferred bilingual skills in English and Spanish
- Experience with customer interactions that require accessing a database to gather information to discuss with the customer and live, accurate documentation of the encounter

Thank you for your time and consideration.

Sincerely,

Story Zulauf