

Patient Scheduler Cover Letter

70060 Streich Centers Jacobsland, VA 14094

Dear Riley Champlin,

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

In the previous role, I was responsible for a competitive compensation package inclusive of a wide range of flexible benefit options including medical, dental, vision insurance and retirement plans.

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:

- Prior customer service or medical office experience strongly preferred
- Strong knowledge of Amtelco computer systems preferred
- Programming and scripting of computer systems and call flow management preferred
- Proficiency computer skills to include MS Office, Excel, and Word, Outlook and Access and other operating systems as needed
- Knowledge of Epic electronic health record strongly preferred
- Experience in scheduling with working knowledge of insurance
- Successful completion of the AAMA, RMA, NAHTR or NCCT, Medical Assistant Certification preferred
- Clinical experience in patient care setting

Thank you for your time and consideration.

Sincerely,

Campbell Orn