

Patient Scheduler Cover Letter

5739 Mirna AvenuePort Jeffieville, CA 09932-3752

Dear Stevie Ward,

In response to your job posting for patient scheduler, I am including this letter and my resume for your review.

In the previous role, I was responsible for specific medical information to the insurance company to avoid denials.

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:

- Understanding of healthcare databases
- Extensive experience as a coordinator or surgery scheduler highly preferred
- Experience with tracking software or electronic health records software
- Critical thinking needed
- Possess knowledge of extensive knowledge medical terminology and insurance (Medicare, Medicaid, and HMO, PPO, Exchange plans)
- Aptitude to interact and assist patients of all ages and with special needs
- Knowledge of sterilization principles, supplies, equipment and instruments
- Demonstrates expert knowledge in surgical supply processing, surgical instruments and sterile technique

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

Sincerely,

Drew White