Patient Scheduler Cover Letter

6810 Duane FlatNew Devonmouth, OH 29505-4505

Dear Finley Schiller,

I am excited to be applying for the position of patient scheduler. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for patients' demographic information/insurance plan updates to physician offices or other medical services, such as EMT services where appropriate.

Please consider my experience and qualifications for this position:

- Displays appropriate customer service behavior
- Experience in a medical office setting, including some billing experience
- Experience with AxiUm dental software of Dolphin orthodontic software
- Greets patients and visitors as first point of contact and handles a high volume of incoming calls
- Responds to questions and concerns and directs them to appropriate location or department
- Provides on-going communication with clinical staff regarding real-time patient status
- Collaborates with medical staff and their associates to optimize efficiency and effectiveness in scheduling
- Multitasks between several different technology systems to complete functions

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

Sincerely,

Finley Gerhold