

Patient Scheduler Cover Letter

6598 Jarvis Bypass West Rodrigo, AZ 91009-2731

Dear Ryan Dickinson,

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 excellent customer service to Sutter Gould Medical Foundation customers, including physicians, nurses, patients insurance companies, co-workers and Sutter Health affiliates.

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

- Provides clinical education to schedulers to ensure efficient and prompt service delivery
- Insurance knowledge and prior-authorization experience helpful
- Experience in a medical office setting, including some billing
- Medical office experience requested
- Prefer experience in obtaining insurance authorizations and scheduling appointments and/or procedures
- Safeguard all personal health information
- Previous experience scheduling new patients and making sure there is an authorization if needed for the visit
- Working knowledge of insurance plans and authorization process

Thank you for taking your time to review my application.

Sincerely,

Bellamy Kshlerin