

Patient Scheduler Cover Letter

6358 Runolfsson SpurBechtelarstad, KY 38846-2187

Dear Phoenix Luetngen,

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 the previous role, I was responsible for patient with information such as directions, pre-visit instructions, insurance form requirements, etc.

Please consider my qualifications and experience:

- Patient Scheduling preferred
- Prior appointment scheduling and insurance knowledge
- High Volume Patient Scheduling
- Possess knowledge of extensive knowledge medical terminology
- Displays appropriate customer services behavior
- Experience with the AxiUm dental software or Dolphin orthodontic software
- Leads by example and mentors co-workers (no discipline issue or action plans)
- Acts as a "go to" person for systems and department knowledge

Thank you for taking your time to review my application.

Sincerely,

Campbell Boyle