

Patient Service Coordinator Cover Letter

4792 Hessel FerryNorth Rudolf, MO 03724

Dear Emerson Pfannerstill,

I submit this application to express my sincere interest in the patient service coordinator position.

In the previous role, I was responsible for medical coverage and billing information for the Institutions Business Office, physicians and psychologists, and hospital staff including responding to questions presented in person, by phone, or written correspondence.

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:

- Familiarity with Microsoft Office especially Outlook, Word and Excel
- Medical terminology and knowledge of medical insurance coverage preferred
- At least average computer skills
- Previous medical scheduling experience preferred
- Provide top-notch customer service to patients, staff, and vendors
- Positive attitude, team player, reliable, and punctual
- Able to thrive and problem solve in a fast-paced environment
- Proficient using Microsoft Office applications such as Outlook, Word, and Excel

Thank you for your time and consideration.

Sincerely,

Oakley Emmerich