

# Patient Service Coordinator Cover Letter

83831 Damion Pike East Raphaelstad, IN 43553-4040

**Dear Cameron Schimmel,**

I would like to submit my application for the patient service coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for billing information, account reconciliation, and billing problem resolution to internal and external customers involving multiple lines of insurance.

Please consider my qualifications and experience:

- Demonstrated knowledge of Windows, MS Word software is helpful
- Excellent verbal and written communications skills Independent worker, who is flexible, motivated and able to handle multiple tasks
- Medical terminology, and basic computer skills preferred
- Requires high school diploma or GED, and completion of an accredited Medical Assistant training program, such as courses provided through Medix, community colleges, and/or vocational schools
- Requires successful interpersonal and communication skills with patients, families, physicians, and other health care team members in order to foster optimal quality of outpatient care
- Certification/Registration as a Medical Assistant
- Knowledgeable of all areas of the pharmacy industry or medical background is preferred
- Professional demeanor and uphold positive team morale

**I really appreciate you taking the time to review my application for the position of patient service coordinator.**

Sincerely,

Corey Jacobson