

# Patient Service Coordinator Cover Letter

355 Jacobi Pines East Monteland, AK 00649

**Dear Casey Nader,**

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 the necessary third party requirements to ensure accurate billing.

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:

- Call center experience, minimum of 6 months
- Completion/passing of an approved Certified Medical Assistant Exam
- Experience as a CMA
- Medical Terminology and basic computer skills preferred
- Develop a working knowledge of pharmacy dispensing regulations, data systems, billing practices and policies, and
- Print and mail directions, maps, fee schedules, and department specific information to patients
- Fill vacancies due to cancellations
- Review patient charges and extract chargeable items

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Stevie Howell