

# Patient Service Coordinator Cover Letter

8645 Rath Square West Nichellemouth, IL 11081

**Dear River Beer,**

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

In my previous role, I was responsible for coverage and assistance to Medical Billing System Coordinator roles.

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:

- Insurance coverage, medical terminology, basic computer skills, basic knowledge of Microsoft word and Excel
- Proficient in medical terminology, including head and neck, dental, and anatomy
- Knowledge of business, medical insurance, dental and/or medical terminology and an excellent command of English grammar and spelling
- Demonstrates strong grammar and spelling skills
- Requires excellent verbal communications, telephone manner, interviewing and interpersonal skills to interact with patients, families, members of the health care team and external agencies
- Requires analytical skills to perform calculations for financial work up and deductibles and to receive payments
- Requires proficiency in PC usage and keyboard
- Able to reach by extending hand(s) or arm(s) in any direction

**Thank you for taking your time to review my application.**

Sincerely,

Ryan Feil