

Patient Service Coordinator Cover Letter

773 Jamie SpurNew Mirthaland, MO 36635-4353

Dear Royal Roob,

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

In my previous role, I was responsible for general CDP benefit coverage and insurance plan information to patients and escalate call to insurance plan when necessary for billing or other plan related needs*.

My experience is an excellent fit for the list of requirements in this job:

- Able to communicate using the spoken and written word
- Able to see within normal parameters and to hear within normal range
- Able to move about
- Able to lift minimum weight, 10 lbs
- Medical software exposure is helpful along with Microsoft Office
- Experience working in a medical environment - familiarity with durable medical equipment, preferred
- Completion of an accredited Medical Assistant training program, such as courses provided through Medix, community colleges, and/or vocational schools
- Serves as the initial contact person at the medical practice and greets patients in a courteous and professional manner

Thank you for considering me to become a member of your team.

Sincerely,

Max Fahey