

# Patient Service Coordinator Cover Letter

94984 Carlton RapidSouth Joslyn, TX 51806

**Dear Max Littel,**

In response to your job posting for patient service coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for point support for third year medical students, and assist all other medical students.

Please consider my qualifications and experience:

- Collect time of service payments, issue receipts, and prepare cash settlement records
- Assign diagnostic and procedure codes to charge vouchers for computer input
- Enter patient charges into computer system
- Discuss patient charges, if appropriate, with patients and/or patients' families
- Evaluate eligibility for alternative sources of financing such as Medicaid, Patient Care Funds, loans or other payment sources
- Refer patient to appropriate office and ensure application for funds has been made
- Prepare patient's statement of charges and review with patient
- Assist with basic insurance and third party queries and explain payment policies

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

Sincerely,

Alexis Klocko