

Patient Services Associate Cover Letter

240 Hills Views South Janeanport, SD 01980

Dear Sam Hilpert,

I am excited to be applying for the position of patient services associate. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for training to administrative staff with regards to office/billing policies and procedures, which includes regulatory requirements.

Please consider my qualifications and experience:

- Skilled in Word, Excel, PowerPoint, Endnote
- Knowledge of medical and mental health terminology
- Familiarity with mental health insurance benefits
- Well-developed interpersonal skills for interacting with audiologists, physical therapists, office personnel, patients, family members, physicians, nursing staff, and the general public
- Proficient in Microsoft Word, Access and Excel
- Proficient in University Computer programs including MiChart, Microsoft Outlook, Cadence
- Able to learn new computer software and programs
- Proficient with MiChart, MS Word, and Excel

Thank you for your time and consideration.

Sincerely,

Hayden Predovic