

Patient Services Associate Cover Letter

461 Santina RapidsKiehnview, ID 72540

Dear Tatum Sawayn,

I submit this application to express my sincere interest in the patient services associate position.

Previously, I was responsible for professional routine technical advice and service to other campus employees about university policies and procedures.

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:

- Experience in a large, complex health care environment with a demonstrated knowledge of regulations, standards, and guidelines applicable to home care services
- Strong interpersonal/customer service skills- Service excellence
- Experience in an ophthalmic setting
- Experience with MS Word and MS Excel
- Demonstrate flexible and creative problem solving
- Knowledge of basic medical terminology. • Experience working within a large, complex health care setting. • Familiarity with UMHS electronic medical record systems. • Knowledge of University policies and procedures
- Proficient in Microsoft Word, Excel, and Outlook • Experience in an ambulatory care clinical setting • Experience working within a large, complex health care setting • Knowledge of Michigan Medicine software such as MiChart & Aspect • Knowledge of Michigan Medicine policies and procedures
- Experience and proficiency utilizing computer and Microsoft Office Suite software

I really appreciate you taking the time to review my application for the position of patient services associate.

Sincerely,

