

Patient Services Coordinator Cover Letter

73091 Stiedemann RueMattieside, OH 49941

Dear Frankie Wintheiser,

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

In my previous role, I was responsible for coverage for HIS Processor and assists in processing medical records requests for established and new patients.

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

- Consistently displays a positive attitude towards one's work and work environment
- In-depth understanding of medical office workflows, systems and processes
- Experience in healthcare office setting preferred
- Collaborates with multiple team members
- Maintains professionalism always
- Can function efficiently in a busy clinic setting
- Adheres to institutional & departmental procedures & codes of conduct
- Administrative experience in a health care setting preferred

Thank you for your time and consideration.

Sincerely,

Peyton Hoeger