

Patient Services Coordinator Cover Letter

4100 Truman Highway
Connport, ME 16010-8643

Dear Cameron Paucek,

Please consider me for the patient services coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for scheduling assistance and instructions for patients regarding hospital admission, diagnostic testing, therapies and medical consultations.

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

- Reliable and able to function with minimal supervision
- Medical Terminology Certification or successful completion of a Medical Terminology course within 6 months from date of hire
- Working knowledge of Microsoft Business Office software products
- Knowledge of computer skills necessary to use appropriate modules of IDX, LMR, PCIS and Patient Gateway
- Small volume and large volume product order entry on the PMR system
- Prescription checklist management and tracking of faxes
- NVO 2 or Level 3 Dispensary Assisting course qualification preferable
- Assist referral physicians and other healthcare providers with information and appropriate resources to address their needs in a timely manner

Thank you for your time and consideration.

Sincerely,

Dakota Dickens