

Patient Services Coordinator Cover Letter

1302 Hector Branch East Nanamouth, NV 13172

Dear Drew Upton,

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

In the previous role, I was responsible for technical production support for the Windows-based applications.

Please consider my experience and qualifications for this position:

- Accurately bill all equipment for patients receiving their equipment from Fairview Home Medical Equipment, according to doctor orders and insurance guidelines
- Meet daily department productivity
- Self-directed in fulfilling job duties
- Experience in Dental Front Desk or Administrative roles
- Proficiency with Dentrix software
- Experience working in a medical setting, outpatient clinic
- Medical office experience, such as requesting authorizations for appointments, diagnostic procedures, labs, and correspondence with other medical offices preferred
- Clerical/scheduling experience/Medical office experience

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Dallas Gutmann