

Patient Services Coordinator Cover Letter

6541 Glendora Mission North Tanya, LA 92448

Dear Max Hills,

I would like to submit my application for the patient services coordinator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for oral office charts, medical records, and educate patients on required of cash to be collected based.

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

- Experience with computerized scheduling
- Proven record of excellence in being detail oriented
- Orderly manner
- Knowledge of medical insurance and billing
- Previous experience with computerized registration systems and supervisory experience strongly preferred
- Provides general administrative support by scanning/filing charts and forms or ensuring they are sent to
- Basic proficiency with computers (preferably MS Office)
- Clerical/scheduling experience

Thank you for considering me to become a member of your team.

Sincerely,

Shiloh Hyatt