

Patient Services Coordinator Cover Letter

16685 Edward SummitAuerport, ME 31674

Dear Hayden Powlowski,

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

Previously, I was responsible for courteous and professional service to attorneys, referring physicians, and patients requesting medical records.

Please consider my qualifications and experience:

- Perform other duties as needed/assigned by direct supervisor or other department leaders
- Demonstrate understanding of patient needs
- Brightree experience
- Medical terminology or Healthcare background
- Knowledge of all current DME items carried and billing protocols
- Transfer inventory with precise accuracy between locations using computer software
- Execute all claim processing for DME orders in an accurate and timely manner
- Strong knowledge of insurance coverage and current insurance guidelines

Thank you for your time and consideration.

Sincerely,

Alexis Metz