

Patient Services Coordinator Cover Letter

59606 Marianne OverpassPort Marcelinochester, MA 17261

Dear Tyler Bayer,

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

In my previous role, I was responsible for appropriate documentation to assure authorization /certification for medical services as required by patient's health care insurers or managed care providers for medical equipment, therapy, prescriptions, and procedures.

Please consider my experience and qualifications for this position:

- Medical office receptionist or office experience preferred
- Healthcare experience strongly preferred (for example, Medical Assistant background)
- Contacting patients, scheduling appointments
- Cleaning the general area after patient is released including laundry and other duties
- Strong interpersonal skills, excellent phone skills
- Prior packet review / QI experience preferred
- Coding certification is preferred
- Coordinates activities for specific physician practices, including insurance verification/obtaining precertification, scheduling, pre-registration, and order transmission (faxing)

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

Sincerely,

Ari McKenzie