

# Patient Services Manager Cover Letter

9989 Jeffrey Creek Rosarioland, LA 20222-2226

**Dear Avery Hermiston,**

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

In the previous role, I was responsible for customer service to patients by facilitating business processes including scheduling numerous patient procedures in multiple pulmonary clinics and the pulmonary lab.

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

- Able to prioritize well and work cross functionally
- Demonstrated computer skills with the Microsoft Office Suite of products (Excel, Access, Word, Powerpoint)
- Capacity to collaborate and work with others
- Skill to make sound and timely decisions
- Subject Matter expert in AR, Claims and Denial management
- Prior food service management and client retention experience in a health-care environment strongly preferred
- Strong understanding of regulatory compliance including Title 22, JACHO, and CMS
- High school diploma or equivalent, or equivalent relevant work experience

**Thank you for taking your time to review my application.**

Sincerely,

Quinn Corwin