

Physician Services Cover Letter

64736 Gerhold RidgeRunolfssontown, ND 69837-3446

Dear Drew Heller,

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

In the previous role, I was responsible for a second level review of coding to ensure compliance with legal procedural policies and to ensure optimal reimbursement while adhering to regulations prohibiting unbundling and other questionable practices.

Please consider my qualifications and experience:

- Experience in healthcare or recruiting healthcare professionals preferred
- PC literate in a Windows environment including, MS Word, Excel, Outlook and the Internet
- Understanding of recruitment laws and regulations
- Manage compensation and commission plans to motivate and improve performance effectiveness and divisional goal alignment
- Prepare and sort source documents
- Enter alphabetic, numeric or symbolic data such as CPT codes, Diagnostic codes, date of service, name and date of birth of patient, and payment information into the computer, following the format displayed on screen
- Contact senior-level Charge Entry Representative Clerk to resolve questions, inconsistencies or missing data
- Work regularly with various systems/software, work files and documentation to cross-map and test processes or troubleshoot issues

I really appreciate you taking the time to review my application for the position of physician services.

Sincerely,

Emery Howe