

Practice Administrator Cover Letter

8598 Leslie GroveNew Trentonhaven, CO 78892

Dear Bellamy Jacobi,

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

Previously, I was responsible for patient/family education, develops plans for continued health care management, and promotes health maintenance activities for patients.

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

- Bilingualism (French and English) – requirement for the Montreal location, would be an asset in other locations
- Knowledge of Medicare, managed care programs, third party payers, Workers' Compensation CPT, ICD codes, and patient account collections
- Proficiency using electronic medical records
- Proficiency using PC based applications, including Microsoft Office
- Works efficiently with other Practice Managers or Operations Managers within site
- Pleasant, approachable, and dedicated demeanor
- High level of professionalism and commitment to confidentiality
- Knowledge of the Lean process

I really appreciate you taking the time to review my application for the position of practice administrator.

Sincerely,

Sam Schultz