

Practice Administrator Cover Letter

253 Wehner GardenKrajcikview, UT 07262-0723

Dear Shae Champlin,

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

In my previous role, I was responsible for medical management of heart failure/ pulmonary hypertension/transplant patients in collaboration with medical program directors, cardiologists, other health care providers and members of the multidisciplinary team.

Please consider my qualifications and experience:

- Standardizes processes for the practices service lines/ alignment to provide comprehensive patient care and customer service
- Interviews, hires, manages, leads and inspires the clinical, support and administrative staff of the clinic(s)
- Focuses on and improves the overall patient experience as indicated by the patient surveys and subsequent CGCAHPS scores
- Improve operational efficiencies to increase opportunities for additional patient volumes and introduce opportunities for new clinical programs or systems that increase patient access and volumes
- Proficiency in MS Office and Medical (Athena, Epic, etc) software
- A current, unencumbered NYS Nursing Home Administrator's license or otherwise meet the licensure requirements of this State
- Experience with billing and practice financials/budgets
- Strong aptitude with Microsoft Office applications, especially Word and Excel

Thank you for your time and consideration.

Sincerely,

Sutton Crona