

Practice Administrator Cover Letter

24933 Quigley Summit North Curtis, FL 09435-1030

Dear Dylan Purdy,

Please consider me for the practice administrator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for direct treatment and management of health conditions, including use of prescriptive authority and referral to other healthcare providers or community resources.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Conducts patient and staff surveys and
- Knowledge of computers, specifically related to healthcare needs, such as word processing and spreadsheet applications
- Experience with electronic health records is highly preferred
- Knowledge of current medical terminology, ICD and CPT coding practices
- Joint Commission mandates regarding APP practice in hospitals and clinics
- Medicare and Medicaid rules
- EMR, Databases, Excel, Word
- National and state APP issues, preferred active in national and state professional organizations

Thank you for your time and consideration.

Sincerely,

Royal Veum