

# Practice Administrator Cover Letter

957 Conception RoadsEast Sonny, OR 10368

**Dear Indigo Dickens,**

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

Previously, I was responsible for follow up contact with Veterans to manage all elements of health care, including medication management, health teaching and coaching, care coordination through the continuum.

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

- Current system and institutional policies, bylaws, and credentialing requirements
- Certified Paralegal Designation of Project Management Designation preferred
- Facility design and development of outpatient clinics
- Physician recruitment
- Commonwealth of Virginia's COPN process
- Proficiency with Excel, Word, Various practice management and billing systems
- The Practice Administrator has overall operational responsibility for the business and clinical functions through administrative and clinical staff including providers, front desk, medical records, nursing, and ancillary services to ensure maximum utilization of resources and the efficient delivery of services of his or her assigned practices
- Serves as a liaison to physicians and practices for service line units or alignments

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Finley Howell