

Provider Relations Advocate Cover Letter

62382 Alphonso Cove Torpmouth, CA 97842-1900

Dear Phoenix Kling,

In response to your job posting for provider relations advocate, I am including this letter and my resume for your review.

In the previous role, I was responsible for pro-active and on-going communication and education to designated providers' staff regarding HPI products, policies, procedures, and systems.

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:

- Strong interpersonal skills that support effective working relationships
- Established analytical and critical thinking skills
- Robust knowledge of Microsoft Office 365
- At least a basic proficiency with contract language and interpretation as it relates to Medicare and Medicaid
- Network contracting experience
- Proficiency with MS Word, Excel, Outlook, PowerPoint and Access
- Experience with UB04/Facility Claims
- Experience working in the Skilled Nursing Facilities industry

Thank you for taking your time to review my application.

Sincerely,

Azariah O'Keefe