

Provider Relations Advocate Cover Letter

377 Cruickshank Track Jacklinestad, OK 93929

Dear Landry DuBuque,

I am excited to be applying for the position of provider relations advocate. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for assistance, clarification, and resolutions to problems/concerns for various types of providers, including billing, reimbursement, referrals, authorizations, etc.

Please consider my experience and qualifications for this position:

- Bilingual expertise in English and Spanish
- Interpret create reports and data analysis
- Knowledge of the Medicaid managed care environment
- Basic Microsoft Excel skills (sorting, filtering, formatting)
- Proficiency in Microsoft Outlook and Microsoft Word
- Exceptional written and verbal communication skills consistent with a polished business professional
- Intermediate proficiency skills using MS Word, Excel, and PowerPoint
- Prior experience with internal systems such as NICE, CSP Facets, Emptoris, and/or NDB

Thank you for your time and consideration.

Sincerely,

Indigo Lang