

Provider Relations Advocate Cover Letter

845 Shellie CornerLake Alexandria, NC 02077-4013

Dear Haven Glover,

I submit this application to express my sincere interest in the provider relations advocate position.

In the previous role, I was responsible for ongoing direction to staff and participating providers through the development of measurable goals and objectives which will cultivate and maintain a positive working relationship between providers, payors, members and PHC.

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

- Experience working with Claim and Provider Systems
- Capable of managing a variety of complex issues while driving key projects
- High level of proficiency with MS Word, Excel, PowerPoint and Access
- Experience with giving presentations and facilitating meetings
- Experience with giving presentations and facilitating meetings (side note- important to be able to facilitate communication in addition to presenting information)
- Experience with Skilled Nursing Facilities
- Able to work cross functionally and influence other teams, leadership and internal business partners
- Intermediate level of proficiency with MS Office (Outlook, Word, Excel, PowerPoint, Access)

I really appreciate you taking the time to review my application for the position of provider relations advocate.

Sincerely,

Alexis Heidenreich