

Radiology Scheduler Cover Letter

96205 Latina CrossingPort Latrisha, NM 99254

Dear Emerson Schmeler,

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

In my previous role, I was responsible for nursing care and performs nursing procedures in all modalities of imaging services (CT, MRI, IR, Ultrasound, Fluoroscopy, and NuclearMedicine.

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

- Demonstrated experience in insurance authorization (Medi-Cal, Medi-cal TAR, Medicare, HMO)
- Demonstrated experience working in a clinic front/desk reception area, with multiple phone lines and a large volume of incoming calls
- Demonstrated experience using patient scheduling systems, information retrieval and data entry
- Proficiency in the use of database management and word processing software in a windows environment
- Excellent interpersonal/communication skill including tact, diplomacy and flexibility dealing with diverse personalities and situations
- Excellent knowledge of the English language including proper spelling, grammar and punctuation
- Some experience in medical/acute care preferred
- Typing requirements vary by department

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Campbell Brekke