

Referral Cover Letter

99754 Considine Gardens Juniehaven, MS 73074

Dear Sutton Watsica,

I would like to submit my application for the referral opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for timely, courteous, informative and confidential insurance assistance for patients and their family members and assists patients in understanding their insurance.

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

- Expert level PowerPoint and Word skills
- Previous experience contacting insurance companies to gather benefit information and to determine if referral will process through authorization process
- Experience with IDX, Windows and other I.S
- Excels as a team player
- Outpatient care experience preferred
- Knowledge of and previous work experience with HMO, Medical Assistance/Medicare, and Third Party Payer referral/authorization process
- Knowledge of and previous work experience clinic billing process/flow
- Experience with Word, Excel and patient management system

Thank you for taking your time to review my application.

Sincerely,

Skyler Wisoky