

# Registration Representative Cover Letter

837 Kreiger BurgGrahammouth, ND 88322

**Dear Gray White,**

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

In my previous role, I was responsible for subject Matter Expert for various programs and communication capabilities to various technical and non-technical audiences (users and senior leaders).

Please consider my experience and qualifications for this position:

- Activate NorthShoreConnect accounts for patients
- Knowledge of medical terminology and health insurance terminology preferred
- Front desk/central scheduling and/or registration experience preferred
- Demonstrated analytical and critical thinking abilities with active decision-making and negotiation skills
- Perform pre-registration and insurance verification prior to date of service
- Follow scripted benefits verification and pre-certification format and record responses
- Perform electronic insurance eligibility confirmation when applicable and document results
- Complete Medicare Secondary Payor Questionnaire as applicable for retention in imaging

**Thank you for your time and consideration.**

Sincerely,

Dylan Glover