

Registration Representative Cover Letter

494 Kessler PassJohnstonberg, MD 82246

Dear Royal Hyatt,

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.

Previously, I was responsible for operations leaders with the marketing tools, materials, and training necessary to successfully execute national promotions and pre-determined marketing programs.

Please consider my qualifications and experience:

- Collecting all copayments, co-insurance and deductible limits
- Acting as a liaison between the hospital and patient/family members regarding financial matters while the patient is inhouse
- Enters and/or updates patient demographics and insurance information for each patient account
- Identifies patient's insurance and assigns, in priority order, the appropriate Financial Status Classification (FSC)
- Completes TES edits, claim edits, rejections, and mail returns in a timely fashion to maintain departmental metrics
- Completes tasks accurately maintaining quality and production standards
- Complies with all department and company policies and procedures
- Corrects audits in a timely fashion

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Reese Jerde