

Risk Coordinator Cover Letter

7987 Toby Crossroad North Jodymouth, HI 42247

Dear River Collins,

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

Previously, I was responsible for assistance to back office with tasks such as resident mailings, filing, office organization, and miscellaneous projects.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Ensure compliance with organizational wide risk management program regarding statutory mandates, regulatory requirements and accreditation standards of professional organizations, , The Joint Commission (TJC), OSHA
- Collaborate and share pertinent information with members of the healthcare team regarding the risk management program
- Assist in the resolution and follow-up of patient grievances
- Possess or willing to obtain FL Licensed Healthcare Risk Manager (LHRM) in 6 months
- Certified Insurance Counselor (CIC)
- Certified Insurance Service Representative (CISR)
- Oklahoma Insurance Adjuster license
- Proficiency in overseeing training development and large-scale course rollouts

Thank you for taking your time to review my application.

Sincerely,

Ari Breitenberg