

# Scheduling Supervisor Cover Letter

78707 Batz CourtsFritschborough, TX 66561

**Dear Campbell Greenfelder,**

I submit this application to express my sincere interest in the scheduling supervisor position.

In the previous role, I was responsible for guidance to the Operations and Maintenance Schedulers on unique scheduling situations while maintaining compliance with the applicable Collective Bargaining Agreement.

Please consider my qualifications and experience:

- Can assist as a front-line staff member scheduling for any assigned department or provider
- Educates and trains staff on new compliance, insurance, and other changes
- Oversees the daily activities to redistribute workload based on priority
- Analyzes trends and takes corrective action as necessary by reviewing dashboards and provides feedback to staff
- Maintains accuracy rate within departmental goal
- Monitors compliance with Medicare Secondary Payor questionnaire guidelines
- Monitors compliance with all other departmental policies
- Understands Medical software and aspects of patient registration processes

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

Sincerely,

Max Braun