

# Secretary Receptionist Cover Letter

923 Windler Village South Vickey, KY 29036

**Dear Ari Yost,**

In response to your job posting for secretary receptionist, I am including this letter and my resume for your review.

Previously, I was responsible for administrative office assistance to pain management physician and office manager as directed, including: answering phones; scheduling patient appointments; pre-certifying patients, securing insurance authorizations; ordering tests as directed by physician; scheduling patient procedures.

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

- Understand written sentences and paragraphs in work related documents
- Possess skills and job knowledge to perform the essential functions of the job
- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Able to develop and maintain professional, service-oriented working relationships with members, co-workers and supervisors
- Professional, strong customer service and communication skills are vital
- Display a high level of integrity and respect for confidentiality, and adhere to regulatory and PH policies and procedures
- Experience with general office equipment and computer software systems
- Schedules all patient appointments for physician visits in compliance with residency requirements

**I really appreciate you taking the time to review my application for the position of secretary receptionist.**

Sincerely,

Baylor Satterfield