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| **robert smith**  **Healthcare Receptionist** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I have been a long-time follower of your healthcare and I was truly elated to see that your service to patients is always patient-focused and concentrates on support and service rather than being a commercial one. That’s the reason when I saw your job posting in the \*\*\*, I hastened to submit my resume and write this letter for your kind perusal to be considered for the post of Healthcare Receptionist role that is currently available with you. I have tremendous experience and training mainly in healthcare administration and have a Receptionist qualification as well. Highlighting some of my core responsibilities and accomplishments that make me a suitable fit for this role are –

* Managing in-patient as well as out-patient information and their respective medical. records with adherence to the mandatory, strict guidelines of HIPAA.
* Greeting and welcoming patients at the hospital.
* Scheduling and coordinating the appointments.
* Checking the insurance benefits and eligibility.
* Ability to maintain grade one level of confidentiality, accuracy, and diligence, while keeping up my speed with the high inflow of work.
* Attending the phone calls and addressing inquiries immediately.
* Processing legal charts as needed by the medical doctor.

Furthermore, my abilities to schedule appointments, and assist in management have been groomed well. I also have experience in handling insurance claims from various insurance firms and was also adept at managing accounts. If you're looking for a Healthcare Receptionist who will thrive in a fast-paced medical environment, I am confident that my experience and my skills will enable me to become an ideal candidate for this role. If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Healthcare Receptionist post.

Thank you for your consideration.

Sincerely,

[Your Name]