**Robert Smith**

**Patient Advocate**

[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 am writing this job application to express my interest in the job opening for a Patient Advocate at your renowned hospital. With over 5 years of work experience, I have become well acquainted with patient rights and advocacy along with medical administrative procedures. I believe that my skill sets and educational background perfectly match with the eligibility criteria.

Outlining some of my crucial responsibilities as a Patient Advocate:

* Review the claim requests, documentation, and medical invoices of the patients to verify its accuracy.
* Address the inquiries of the patients regarding hospital processes and insurance claims.
* Coordinate with the medical insurance providers to understand the reason behind the denial of the claim requests.
* Identify the accounts and billing issues and devise ways to promptly resolve the same.
* Impart patients' rights information amongst the patients.
* Maintain and update the patients' records on a regular basis.
* Perform other responsibilities associated with the role.

Being a compassionate professional, I have helped many patients by identifying and resolving various medical service issues faced by them. I possess remarkable communication skills, organizational ability, and an incredible analytical mindset, which makes me an ideal candidate for the role.

Thank you in advance for reading through my job application. You can have a look at the enclosed resume to gauge my skill sets, educational requirements, and professional background. I would appreciate to know more about the requirements of the vacant position and demonstrate what industry specific traits I would bring to the table.

Best Regards,

[Your Name]

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