**Robert Smith**

**Patient Coordinator**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 was delighted to find an opening for the post of Patient Coordinator with your esteemed medical facility. Being a knowledgeable and experienced professional, I have developed a deep sense of the patient care tasks along with brushing up my role specific skills.

Some of my responsibilities are highlighted below for your review:

* Greet the patients.
* Develop individualized patient care plans based upon their medical history.
* Address the patients' medical concerns.
* Ensure safety and comfort of the patients.
* Schedule the appointments and manage the calendar.
* Maintain and update the patient records.
* Verify the patient's patients' claim eligibility and accordingly correspond with the insurance agency.
* Process bills and payments.
* Carry out other related duties.

Throughout my 5 years of work experience, I have become well-versed in-patient communication, records organization, and guiding the workforce. Therefore, I am confident that my skills, as mentioned earlier and KRAs, would fulfill your expectations from the role.

I would like to express my thanks for reviewing my application. You can gauge my career specifics in the enclosed resume. I am looking forward to having a chance to showcase my industry relevant skills.

Best Regards,

[Your Name]