

Medical Receptionist Cover Letter Sample 1

Felicity Grayson

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James Ramone

Center Street Community Clinic

363 Center Street, Sacramento, California, 5687410

Dear Mr. Ramone,

I discovered the Center Street Community Clinics' job opening for a medical office receptionist through the Internet job board of my alma mater, and I am interested in applying for that position. While obtaining my degree in Medical Office Administration from Sacramento Community College in 2013, I took courses in medical office procedures, administration, terminology, ethics, and coding.

Since obtaining my degree, I have worked at the Northeast Community Clinic, where I have developed and enhanced my front-desk, clerical, and multi-tasking skills. As my resume demonstrates, my current position requires providing patient support. I am the first face that many of our patients see when they walk into our facility, and it is my job to make sure they are able to be signed into our computer system, and then directed to the right part of the clinic.

As part of my duties at the clinic, I handle and sort 150 pieces of inbound mail daily, in order to make sure it reaches the right office. I also handle between 50 to 60 incoming calls each day, in addition to greeting approximately 50 walk-in patients per day. At the beginning of 2017, I initiated a complete re-haul of our billing system, which had previously been dependent upon manual labor, but is now computerized. This reduced our previous six-month backlog to three weeks.

During the day, I am responsible for working within a team of three other receptionists. This environment has allowed me to develop excellent teamwork skills, as it is imperative that we work as a team in order to provide the highest quality of patient care. Programs that I am able to use include Microsoft Word, Outlook, Excel, and QuickBooks. I have a proven ability to screen potential patients, routinely answer patients' questions, and complete tasks in an organized and detailed manner.

As an experienced medical receptionist, I welcome the opportunity to further discuss my qualifications. I look forward to meeting in person to discuss the ways in which my front desk, customer service, and medical terminology skills can be beneficial to your clinic, and to further illustrate my dedication to organization.

Sincerely,
Felicity Grayson