

## Medical Receptionist Cover Letter Sample 2

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**Thomas Barnes**

742 Elm Street, Atlanta, Georgia, 41223

*tbarnes@email.com*

785-741-1256

**Mrs. Erin Young**

**Wilson Therapy and Wellness Center**

370 Greenwood Street, Atlanta, Georgia, 41223

Dear Mrs. Young,

I recently discovered the medical receptionist position advertised on your website. Your ad indicated that you are seeking a hardworking and experienced medical receptionist who is used to assisting in the management of a busy healthcare facility. Both my degree and my previous job positions make me a good candidate for this position. I possess a certificate in medical billing and coding, and an associate's degree in health care administration from Albany Technical College.

Currently, I work at Dr. Rebecca Allen's private practice in Gainesville, Atlanta. Daily tasks at my current job require the ability to repeatedly answer detailed questions for all of Dr. Allen's patients. The private practice's daily scheduling needs require me to be quick, yet courteous and professional. Every day, I utilize my skills in medical terminology listening to the patients. I also maintain their confidentiality while I collect, organize, and manage new patient data. Finally, I collect insurance and copay information from patients.

Due to my meticulous filing and organizational skills, I have been placed in charge of the insurance collection aspects of our patients' records. Prior to taking the position, it was common to have a backlog of at least ten patients each month, whose payments were not up to date due to outdated insurance or copay information. Since I took over this position, that number fell to five or less each month. As a result, our office experiences greater levels of efficiency, and I was awarded Most Valuable Office Employee for two consecutive years.

Typical computer programs that I use in my position include Microsoft Office, Internet applications, and QuickBooks. I am also able to juggle completing my tasks and dealing with demanding patients who frequently interrupt planned activities with urgent needs. My greatest skill is the ability to establish a friendly work relationship with both the patients and the staff at Dr. Allen's practice. I also exhibit great flexibility when determining what tasks need to be prioritized.

My experience, open rapport with others, ability to multitask, and thorough knowledge of medical terminology make me an excellent candidate for the position of medical receptionist at your office. My attached resume goes into greater detail about my qualifications, and I look

forward to discussing them with you in person. You may contact me by phone or email, and I will be happy to set up an interview schedule that works for both of us.

Sincerely,  
Thomas Barnes