

Practice Administrator Cover Letter

1

2306 Jazmine Loop
West Candie, AZ 54249-1094

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Dear Morgan Sanford,

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In response to your job posting for practice administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for ongoing liaison with health and service providers—inside and outside of the SMMI network—around issues of treatment and care.

Please consider my qualifications and experience:

- Willing and able to empower, delegate and monitor staff performance, encourage the development of innovative and effective solutions by staff and facilitate those solutions through implementation
- A thorough understanding of regulatory requirements pertaining to health care operations and their impact on practice operations
- Previous high volume in person and phone patient customer service in a fast paced environment
- Willingness to go above and beyond in a team environment
- Experience with IDX, athenaClinical and eCW system strongly preferred
- Training in the course of Quality Improvement, Performance Improvement and other educational programs preferred
- Capacities to analyze, think creatively, weigh alternatives and act decisively
- Above average perception of people and an awareness to deal with conflict successfully

4

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Alexis Schulist

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RJ Shavelson

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