

# Mary Medical

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August 23, 2016

Recipient Name

Title of Recipient

Company name

Address

State, City, Zip code

Dear Recipient:

After seeing your available position for a Medical Billing and Coding Specialist at <<Company Name>>, I would like to offer my expertise in order to make a valuable contribution to your company. I have experience in medical billing and thorough knowledge of ICD-10, CM and CPT Coding. I am confident in my capability to contribute effectively to your ongoing success.

I possess a positive attitude and high degree of motivation that makes the duties associated with this position easy for me and fun to do. My up-to-date knowledge of coding standards and the ability to carry out all processes in a timely manner ensure that I have what your company is looking for in terms of quality service. In addition, my knowledge of the medical billing industry ensures that I bring all claims and follow up procedures with insurance companies effectively.

In addition, I am able to ensure and maintain good rapport with customers and insurance company agents with a smooth flow of operations at all times. Working in a fast-paced medical environment during my externship, I maintained a high level of quality and customer satisfaction while consistently adhering to the policies and procedures put forth by the company.

My enclosed resume contains a detailed account of my experience and skills in medical billing and coding. I would appreciate a meeting where we can discuss your goals in further detail. Please feel free to contact me at (555) 555-5555 anytime.

Thank you for your consideration.

Sincerely,

*Mary Medical*

Mary Medical

Enclosed Resume