

JUDY T. BENEFITS

2771 Medical Center Drive ▪ Howell, MI 48843 ▪ Phone: (517) 907-0744 ▪ Email: jtbenefits@yahoo.com

February 10, 2012

Company Name

Contact Name

Title

Address

City, State, Zip Code

Dear Human Resources Professional:

I am writing to express my interest in your current job opportunity as a **Medical Biller**. Please allow me to submit my résumé for your review. Having served in some capacity as a Benefits Analyst and Claims Adjuster for over 15 years, I am confident that I can make a valuable contribution to your organization's future needs.

I am an experienced medical coder with the computer skills. I have extensive knowledge of coding techniques and guidelines of medical billing and coding. I can easily manage records and file claims, prepare insurance forms and handle billing. I am also proficient in coding techniques, such as physician coding, inpatient hospital coding, outpatient coding, and facility coding. I have in-depth knowledge of medical billing procedures, medical insurance claim procedures, and documentation. I communicate effectively with people over the phone and email, often in stressful situations. I have a proven ability to understand medical terminology.

I worked over 16 years at The Michigan Medical Billing Association in Lansing as a Claims Analyst. During this time, I reviewed, evaluated, and disposed of insured claims for health, vision, and disability benefits. I also managed the medical health claims process, including pre-authorizations, refunds, and grievances. In addition, I was also responsible for member customer service in the areas of billing, benefits, and enrollments.

My résumé contains additional details regarding my medical billing and benefit/claims adjusting work experience. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications.

Sincerely,

Judy T. Benefits
Enclosure