**MEDICAL RECEPTIONIST COVER LETTER**

Dear Dr. Johnson:

As an experienced administrative professional, I am pleased to present the enclosed resume in response to your posting. With a strong knowledge base in handling patient scheduling and high-volume multi-line phone systems, I am prepared to excel as your next Medical Receptionist.

Through success in coordinating medical charts, patient records, and appointment scheduling functions as well as providing outstanding general administrative support I am well versed in the nuances of the medical industry. I adeptly manage a high volume of administrative tasks daily while simultaneously delivering excellent patient service. Highlights of my experience include the following:

* Experience preparing documents, managing patient files, scheduling appointments, and organizing medical charts and materials while maintaining first-rate level of accuracy and confidentiality.
* Ability to manage patient information and medical records while ensuring adherence to strict regulatory mandates such as HIPAA.
* Communicating effectively with physicians, nurses, medical assistants, and senior management staff to facilitate highly efficient and productive medical office operations.
* Extensive secretarial / administrative background with strong abilities in full range of support tasks such as phone coverage, filing, and database management.
* Excelling at balancing multiple tasks while providing top-level organization, interpersonal, and communication skills; exceptional computer abilities with extensive software proficiencies.

Furthermore, my detail-oriented nature and ability to effectively collaborate with other team members offer additional skills essential to this position. I believe I would be a great asset to your team and look forward to hearing from you to discuss how I may contribute to your goals. Thank you for your time and consideration.

Sincerely,

Crystal S. Simpson