

Jordan M. Thompson

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Acme Corporation

RE: Internship Medical Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Internship Medical Billing Specialist position at Acme Corporation, which I discovered on your careers page. With a keen interest in the healthcare industry and a strong foundation in medical billing processes, I am eager to contribute to your team and further develop my skills in a professional environment.

During my time as a volunteer at HealthFirst Community Clinic, I gained hands-on experience in managing patient accounts and processing insurance claims. I successfully assisted in reducing claim denials by 20% over three months by meticulously verifying patient information and ensuring accurate coding prior to submission. Additionally, my role involved reconciling patient billing statements with insurance payments, which enhanced my attention to detail and organizational skills. I also completed a relevant coursework project where I analyzed billing processes and recommended improvements that led to a 15% increase in billing efficiency for the simulated clinic.

I am particularly drawn to Acme Corporation's commitment to innovation in healthcare and believe that my proactive approach and strong analytical skills will make a valuable addition to your team. I am eager to learn more about the medical billing processes at Acme and how I can contribute to streamlining operations and improving patient satisfaction. Thank you for considering my application. I look forward to the possibility of discussing my application further and how I can help Acme Corporation achieve its goals.

Sincerely,

Jordan M. Thompson