

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Financial Officer]

[Hospital or Healthcare System Name]

[Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Hospital Revenue Cycle Director position at [Hospital Name], as advertised on [Platform/Source]. With over [Number] years of leadership experience in healthcare finance and a proven track record of optimizing net patient revenue, I am confident in my ability to enhance your facility's financial health and operational efficiency.

In my most recent role as [Current/Previous Title] at [Previous Hospital Name], I managed the end-to-end revenue cycle, including patient access, coding, billing, and collections. During my tenure, I successfully:

- Reduced Days Sales Outstanding (DSO) from [Number] to [Number] days.
- Implemented [Specific Software/System] to automate workflows, resulting in a [Percentage]% decrease in initial claim denials.
- Led a cross-functional team of [Number] staff members to achieve a [Percentage]% increase in clean claim rates.

I am particularly drawn to [Hospital Name] because of your reputation for [mention a specific hospital achievement or mission]. My expertise in regulatory compliance, ICD-10/CPT coding standards, and payer contract negotiations aligns with your goals of maintaining fiscal integrity while navigating the complexities of modern healthcare reimbursement.

I look forward to the possibility of discussing how my strategic approach to revenue cycle management can support the long-term financial stability of [Hospital Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]