

## **JACK JEFFERSON**

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Date

Dear Executive Recruiter:

I am in the process of seeking a leadership position in accounts receivable, billing claims, risk management or compliance auditing where I can use my skills in:

- **Collections/Disbursements** – over the past 16 years, brought in and disbursed more than \$64.8 million
- **Healthcare compliance and regulations** – more than 20 years' experience in all phases of bookkeeping, accounts receivable and collections
- **Claims management** – personally dealt with 173,600 claims
- **Supervision** – directed claims departments with up to 12 professionals
- **Customer Service** – responded to patient and customer grievances for under-payment and non-payment of claims for more than eight years.

If you are working on a client assignment requiring a proven patient financial services professional, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume