January 23, 2013

To Whom It May Concern:

This letter is my personal recommendation for Daniel "Jack" Kinne. I have been Jack's immediate supervisor for several months. I found him to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Jack is a take-charge person who is able to present creative ideas and communicate the benefits. He has successfully developed several marketing and referral processing plans for our department that have resulted in increased revenue and decreased client waiting times. During his tenure, we saw an increase in referrals processed, payments processed, and processes revised which resulted in clients having their needs met quickly and preservation of Contract Health Services funds. The new referral and payment process was a direct result of the plans implemented by Jack.

Jack has also identified several reimbursement avenues for CHS and immediately implemented a system to track and receive reimbursements while utilizing the least possible CHS resources i.e., labor time to track reimbursements. Jack has also been hand selected by our CEO to serve on the UIHS Marketing Committee directly representing Contract Health Services.

Though he is an asset to our Contract Health Services Program and marketing efforts, Jack is also extraordinarily helpful in other areas of the company. In addition to writing effective training modules for referral technicians, Jack assumed a leadership role in managed care committee meetings, inspiring and motivating other employees.

I highly recommend Jack for employment. He is a team player and would make a great asset to any organization.

Sincerely,

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Moon-Raven Lake Interim CHS Manager

United Indian Health Services