

Clinical Appeals Coordinator

The University of Mississippi Medical Center

Job Location: Clinton, MS

Part Time/Days

JOB SUMMARY:

To provide coordination and support of university hospitals and health system/university physician billing process and the denials and appeals review process. To participate in the review, evaluation, monitoring, measuring and adjustment of all patient care payments denials and associated claims; participates in the development of risk minimization appeals program. Conducts research including departmental interviews/communication for verification of denial, clinical review of the denial, and conducts a reporting process for quality improvement initiatives to prevent future issues.

MINIMUM REQUIREMENTS:

- Five (5) years of clinical nursing experience (Associates degree in nursing (ADN) plus experience) or
- Three (3) years of clinical nursing experience (Bachelors in Nursing plus experience)
- Utilization review and/or case management is preferred

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of clinical organization structure, workflow, and operating procedures.
- Skill in the use of personal computers and related software applications.
- Ability to manage multiple priorities under time constraints.
- Ability to analyze and solve problems.
- Understanding cost and quality issues.
- Verbal and written communication skills. Interpersonal skills to interact with a wide range of constituencies.
- Decision-making skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- Associates degree in nursing (ADN)
- Valid RN license

FOR MORE INFORMATION/TO APPLY:

https://ummc.wd5.myworkdayjobs.com/en-US/UMCCareers/job/Clinical-Appeals-Coordinator-PT_R00036063-1