

Appeals Specialist

Quadax, Inc.

Job Location: Remote

Full Time/Days

JOB SUMMARY:

- Review assigned denials and EOBs for appeal filing information. Gather any missing information.
- Review case history, payer history, and state requirements to determine appeal strategy.
- Obtain patient and/or physician consent and medical records when required by the insurance plan or state.
- Gather and fill out all special appeal or review forms.
- Create appeal letters, attach the materials referenced in the letter, and mail them.
- Coordinate phone hearings with the insurance company, patient, and physician.
- Comply with all 1st, 2nd, 3rd, and External Level Appeal processes, system, and documentation SOPs.
- Meet appeal filing deadlines by completing assigned worklist tasks in a timely matter and/or reporting to management when assistance is needed to complete the tasks.
- Report all insurance company or state requirements and denial trend changes to the Team Leader and Reimbursement Manager.
- Participate in team and appeal meetings by sharing the details of cases worked.
- Act as a backup on answering incoming telephone calls as needed.
- May undertake special projects assigned by the Team Leader or Reimbursement Manager.
- Ability to meet predetermined Productivity Goals based on the level of Appeal.
- Ability to meet Quality Standard in place (90% or greater).

MINIMUM REQUIREMENTS:

- Minimum of four years' health insurance billing experience
- Knowledge of managed care industry including payer structures, administrative rules, and government payers
- Proficient in all aspects of reimbursement
- Ability to maintain confidentiality
- Detail oriented
- Possess excellent written and verbal communication skills
- Able to establish priorities, work independently, and proceed with objectives without supervision.
- Proficient in using Microsoft Excel and Word

EDUCATION/LICENSES/CERTIFICATIONS:

- High School diploma or GED

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/QUA1015QDX/JobBoard/6c3a5901-71eb-469e-bc54-32e75ea40735/OpportunityDetail?opportunityId=74477e5d-d36c-4e5d-ba90-b438c9dfc39e>