

Expedited Appeals Specialist

EmblemHealth

Job Location: New York, NY

Full Time/Days

JOB SUMMARY:

Responsible for processing expedited appeals: those that are complex in nature, require multiple hand-offs, and tend to have extremely tight deadlines. Ensure accuracy and compliance within the constraints of extremely quick turnaround times. Perform end-to-end G&A processing; consistently operate in a fast-paced high-pressure environment. Monitor all aspects of the G&A process; ensure that members have appropriate access to care. Due to regulatory requirements and turn-around times of the Expedited Appeal unit, the Specialists are required to work weekends and holidays as the organization must maintain expedited appeal coverage 7 days a week, 365 days a year.

MINIMUM REQUIREMENTS:

- 3 – 5+ years of related experience, preferably in the health industry and/or area of compliance
- Additional related experience/specialized training may be considered in lieu of degree requirements
- Extensive knowledge and experience in claims, enrollment, benefits, and member contracts
- Ability to mentor specialists and to provide assistance on complex cases
- Must be well versed in all aspects of the complaint, grievance and appeal process and be able to process all types of correspondence handled by Grievance and Appeals
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Teams, SharePoint, etc.)
- Excellent product knowledge
- Excellent prioritizing, organizing, time management, problem solving and analytical skills
- Ability to work under pressure and deliver complete, accurate, and timely results
- Leadership skills

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelors' degree

FOR MORE INFORMATION/TO APPLY:

<https://careers.emblemhealth.com/jobs/expedited-appeals-specialist-6979>