

Redetermination (Appeals) Specialist

Broadway Ventures

Job Location: Remote

Full Time/Days

JOB SUMMARY:

The Redetermination (Appeals) Specialist supports the Medicare Appeals team by performing non-medical reviews, preparing redetermination letters, and ensuring timely and accurate processing. This role requires strong organizational skills, attention to detail, and the ability to work with reports, documentation, and multiple software tools in a fast-paced environment.

MINIMUM REQUIREMENTS:

- Minimum of 2 years of relevant experience in healthcare, insurance, or Medicare/Medicaid services.
- Customer service experience preferred.
- Medicare-specific experience preferred but not required; comprehensive training provided.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Strong organizational skills with excellent attention to detail.
- Effective written and verbal communication skills.
- Demonstrated ability to exercise sound judgment and handle confidential information.
- Strong spelling, grammar, and punctuation skills.

EDUCATION/LICENSES/CERTIFICATIONS:

- High School Diploma or equivalent required.
- Associate's or Bachelor's degree preferred.

ADDITIONAL INFORMATION:

- Remote, work from home
- M-F, 40 hours a week

FOR MORE INFORMATION/TO APPLY:

<https://job-boards.greenhouse.io/broadwayventures/jobs/4926195008>