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# Example of Appeals Manager Cover Letter

80693 D'Amore Lane  
Port Alesiaborough, NC 51563-6914

**Dear Azariah Hauck,**

I would like to submit my application for the appeals manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for training and direction to employers and state agencies in developing procedures to comply with grievance and appeals requirements.

Please consider my qualifications and experience:

* Knowledge of healthcare or insurance policy and/or operations
* Or completion of the Parallon Manager in Trainee Program
* Strong working knowledge of Microsoft Office (Word, Excel, Access and PowerPoint)
* Validating denial reasons following Explanation of Benefits (EOB) review
* Ensuring coding is accurate and reflects the denial reasons
* Coordinating with the Clinical Resource Center (CRC) for clinical consultations or account referrals when necessary
* Generating appeals based on the dispute reason and contract terms specific to the payer, to include online reconsiderations
* Following specific payer guidelines for appeals submission

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Morgan Lubowitz