

Appeals Analyst Cover Letter

875 Wilkinson Prairie East Delores, CA 87686

Dear Lennon Corwin,

I am excited to be applying for the position of appeals analyst. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for accurate and timely resolutions and support to operations and corporate staff relating to the delivery of worldwide insurance processing systems, workflows and processes.

Please consider my qualifications and experience:

- Experience working with BCBSF systems such as JIVA, Corporate Medical Clearance
- Application (CMCA), Diamond, Siebel
- Medicare knowledge and/or experience preferred
- Update Supervisor and Team Lead on any risks, issues or concerns identified with a case
- Track all cases currently in production
- Conduct live reviews of cases to ensure the appeal is being worked accurately
- Support Staff with addressing Process and Compliance questions related to the correct handling of an appeal
- Review all Overturn/Uphold/Dismissal recommendations prior to the final decisions

Thank you for considering me to become a member of your team.

Sincerely,

Phoenix Kirlin