

# Appeals Coordinator Cover Letter

8787 Tasia MillsLake David, WA 55678

**Dear Sutton Heidenreich,**

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

In the previous role, I was responsible for consultation for problem resolution for appeals staff and monitor team work output to ensure compliance with internal and NCQA standards.

Please consider my qualifications and experience:

- Experience in annual giving fundraising in higher education or nonprofit setting
- Experience producing large direct mail and email campaigns
- Organization and timeline management
- Experience can be substituted for education
- Working knowledge of how to handle PHI/PII
- Certified Case Management certification or other related certification preferred
- Knowledge in third party Level of Care Criteria and other guidelines
- Knowledge of regulatory and payer requirements for reimbursement and reason(s) for denials by auditors

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

Sincerely,

Denver Bosco