

# Appeals Coordinator Cover Letter

702 Dickens PortsLeanoratown, KY 73449-5248

**Dear Skyler Cruickshank,**

I submit this application to express my sincere interest in the appeals coordinator position.

In the previous role, I was responsible for oversight of the team regarding clinical reviews/audits patient claims with medical necessity denials looking for patterns by services or by the ordering physician.

Please consider my experience and qualifications for this position:

- Mail all department letters related to appeals and State Hearings
- Track UPS mail delivery to appropriate parties to ensure timeframes and regulatory guidelines are met
- Track timeliness of member appeals and request an extension from the Grievance and Appeals Specialist if necessary to ensure timeframes are met
- Track appeals daily/monthly and report at Appeals meetings
- Interact with other departments such as Medical Management, Pharmacy and Grievance and Appeals
- Maintain chart storage
- Experience with managed care denial and appeal processes preferred
- Knowledge of InterQual and/or Milliman clinical guidelines

**I really appreciate you taking the time to review my application for the position of appeals coordinator.**

Sincerely,

Finley Abernathy