

# Appeals Coordinator Cover Letter

1973 Edie CausewayTerencemouth, IA 19744-3787

**Dear Hayden Marks,**

In response to your job posting for appeals coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for direct reports with guidance and educational tools in order to ensure compliance with NCQA, URAC, DOH, DOL and CMS.

Please consider my qualifications and experience:

- Document pharmacy appeals in Facets
- Request medical/dental records from providers
- Forward cases to the dental reviewer / pharmacist for review and determination
- Prepare all member appeals and forward to the Clinical Appeals nurse once the information is received
- Pull member denial charts from Medical Management
- Retrieve radiology documentation from RadMD
- Document radiology appeals in Facets
- Log, investigate, schedule and prepare State Hearings for the Clinical Appeals Nurse

**Thank you for taking your time to review my application.**

Sincerely,

Lennox Kuphal