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# Example of Appeals Analyst Job Description

Our innovative and growing company is looking for an appeals analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for appeals analyst

* Utilize best practices for writing technical documents when creating SOPs and other documentation
* Work with business partners to standardize content where possible
* Maintain records detailing SOP revisions, including specific content revised
* Respond to escalated requests in a timely manner
* Work special projects as assigned by leadership team
* As such, the analyst will strictly follow department guidelines and tools to conduct their reviews
* No work-at-home available
* Analyzes hospital claims to identify contractual underpayments or billing errors
* Resolves underpaid claims from various payer products including HMO, PPO, Medicaid, Medicare and Workers' Compensation
* Articulates contract provisions to representatives from healthcare payer companies and government agencies

## Qualifications for appeals analyst

* Knowledge of Medicare and internal UHC claims processing requirements
* 4+ years of experience with Medicare Advantage Part C or Part D Appeals and Grievance case processing experience working for a Medicare Advantage Health Plan
* Experience and knowledge of Medicare appeals (medical and pharmacy) and grievances rules and regulations
* 1+ years of proficiency with computer and Windows PC applications, which includes the ability to learn new and complex computer system applications
* 2+ years of current CPT/HCPCS coding experience (entering codes, auditing )
* Must possess an unrestricted nursing license (RN/LVN/LPN) or a current certified coder (CPC/CCS/RHIT )