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# Example of Appeals Coordinator Job Description

Our company is searching for experienced candidates for the position of appeals coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for appeals coordinator

* Serves as the liaison with Authorization and Appeals Nurse, marketing staff and the admissions associates for each market
* Performs and provides additional administrative support services for the precertification and appeals nurse
* 3 - 5 years on the job or equivalent training / experience in managed care procedures, or previous SharePoint experience
* Experience in a healthcare management / office setting required
* Review research performed by operational areas (Call Center, Claims, Medical Management, Provider Relations, ) to assure the appropriate resolution to the appeal has been achieved
* Perform all other duties assigned by the manager and/or supervisor
* Monitor weekly Medical Record Requests for Medicare accounts
* Monitor key health plans Open/Unfulfilled Requests on health plans’ website
* Utilize denial tracking software to regularly notate/respond to EHR tasks and requests
* Process Outpatient Medical Necessity denial appeals

## Qualifications for appeals coordinator

* Formulates conclusions
* Inputs all Provider Disputes and/or Member Appeals into the database, on a daily basis and track per Departmental policies
* 5 years experience in claims review and Provider Dispute or Member Appeal resolution
* Experience in reviewing all types of medical claims, HCFA 1500, Outpatient/Inpatient UB92, Universal Claims, Stop Loss, Surgery, and Anesthesia, high dollar complicated claims, COB and DRG/RCC pricing
* MS in social work, RN or degree in a related behavioral health field
* 4 years of behavioral health utilization management experience