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# Example of Appeals Manager Job Description

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

## Responsibilities for appeals manager

* Generates reports of denial activity on a monthly basis with analysis of data and significant trends to the leadership team Perform retrospective record reviews providing clinical updates to insurer in a timely manner
* Serve as a resource to Finance, Patient Access, Coding, Patient Accounts and various clinical departments in clarifying hospital status for specific accounts
* Perform prebill audits on all inptatient stays that do not meet the 2 midnight rule and assure the proper level of care
* Develop and track indicators and report trends to Director and CFO
* Strategic design and implementation of Quality Improvement process and infrastructure, policies, procedures, workflows
* Directs all quality training activities
* Direct the daily Medicare appeals and grievance activities to ensure best in class resolution and service ensure compliance with policies, procedures and regulation
* Responsible for day to day activities, Management and oversight of Technical Denials Appeal department - this includes ensuring communication to team on overall communication on projects, activities, goals and metrics related to department and within the larger AR
* Responsible for Inventory management - ensuring adherence to monthly goals and documentation and action plans to goals when unable to meet
* Manage levels of performance and assist with employees’ professional growth by planning and building an effective organization

## Qualifications for appeals manager

* Experience in T2 Flex (1 year)
* Experience in Sale Force (1 year)
* Maintains call tracking system of correspondence and outcomes for Providers appeals/grievances
* Experience reviewing all types of medical claims
* 3-5 years acute care case management experience required
* Denials and Appeals Management experience required