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# Example of Appeals Nurse Job Description

Our company is searching for experienced candidates for the position of appeals nurse. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for appeals nurse

* Healthcare professional licensure required as Registered Nurse, LPN, Respiratory Therapist, Physical Therapist, Occupational Therapist or Social Worker
* Three years healthcare experience
* Proven history of effective relationship management in a matrix reporting structure
* Review medical records and create Appeal letters to overturn a denial of service
* Work with guarantors/insurance companies to secure payment on account balances outstanding for clinical reasons
* Audit Medical Records to retrieve clinical information requested from payers, governmental agencies
* Compose appeal letters
* Review and process all correspondence including approvals and denials/adjustments, demand letters and results from various levels of appeals
* Maintain knowledge of company policies and procedures as it relates to department job functions
* Attend Team Meetings for internal process improvement and education as needed

## Qualifications for appeals nurse

* All letters to members must be at 6th grade level
* Verifying all letters are correct and sent within time frame designated by health plan
* Attend Health Plan meeting every Friday to review audit findings
* Looking for 3-5 years of case management and utilization review experience
* Candidate will participate in a weekly meetings
* Candidate will be audited daily on quality