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# Example of Clinical Appeals Reviewer Job Description

Our innovative and growing company is looking to fill the role of clinical appeals reviewer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for clinical appeals reviewer

* Receive, process, refax or re - route letters to providers and facilities, where applicable
* Ensure accurate documentation of all forms of communications received by clients, members and / or providers
* Research complex issues across multiple databases and work with support resources to resolve inquiry independently
* Ensure the correct letter template is utilized when selecting the correct attachments and/or enclosure(s)
* Fully complete system templates, as required and in accordance with internal processes
* Send completed written notification as indicated under applicable department policies
* Work with team to solve complex problems, where applicable
* Work with under supervision / guidance on high level tasks with strict deadlines
* Holds to the philosophy and standards of quality as outlined by Optum
* Handle pharmacy appeals cases that require clinical review includes verifying the need for clinical review

## Qualifications for clinical appeals reviewer

* Must live in or near St
* Required experience with preparing clinical appeals, denials or adverse determination
* Required - A High School or GED is required, a Bachelor's Degree in a related area is preferred
* Required - 4+ years of experience in a clinical setting with general nursing exposure in UM to include pre-authorization, utilization review, concurrent review, discharge planning, CM w/review, and/or skilled nursing facility reviews
* 4+ years experience in managed care preferred
* Preferred 1+ year of experience in an acute care clinical setting (Medical and/or Behavioral Health)