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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

* Compile IRO packets
* Meet or exceed all performance standards established for this position
* Provide written clinical rationales for CA Workers Compensation cases
* Perform special projects as assigned such as legal research, general medical research
* Work on special projects to improve CA IMR project or other special projects as assigned
* Plan, prioritize, organize and complete work to meet established and required timeframes
* Demonstrates a depth and breadth of knowledge / skills in own area which could include but not limited to
* Research appeal or grievance requests in multiple computer applications to obtain information that may impact review
* Initiate and maintain appeal or grievance review documentation in appropriate tracking systems (e.g., Linx, iCUE, Cirrus, ISET, CSP Facets, ETS)
* Create and utilize tracking databases in Excel to document additional information as necessary

## Qualifications for clinical appeals reviewer

* Intermediate Other Ability to build high morale and obtain group commitments to goals and objectives
* Intermediate Other Capability of working extra time and/or be “on-call” at request of management
* Intermediate Other IRR Appeals Reviewer Test - >85% passing score
* Intermediate Other Ability to consistently meet the established production goals (over 30 files/week)
* Ability to review multiple type of appeal files (member/provider, retro/pre-service, etc)
* Ability to build high morale and obtain group commitments to goals and objectives