
Appeals Coordinator Resume

Job Objective

Seeking an Appeals Coordinator position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Appeals Coordinator, May 2004 – Present
Abrazo Advantage Health Plan, Sacramento, CA

- Concentrated on administrative appeals and provided support on clinical edit claims review to the dept Nurse Coordinator.
- Established and ensured workflow continuity with the Plan in the areas of Claims Processing, Provider Servicing and Health Services.
- Developed and researched data and records to ensure in time processing of administrative appeals in accordance with BMCHP guidelines.
- Created administrative appeals reports for management and analyzed ad hoc reports.
- Ensured the quality and organization of administrative appeal documentation.
- Ensured continuous improvement of the administrative appeals process and established related workflows as needed in response to Plan policy and procedure and claims processing changes.
- Recognized and communicated trends.
- Collaborated with other departments to create and implement improvement plans.

Appeals Coordinator, March 2002 – April 2004
Health Net, Sacramento, CA

- Conducted appeal and reviews to ensure federal regulations are followed.
 - Prepared, drafted, executed, followed-up and defended appeals, as appropriate, pursuant to governmental and commercial pay or policies.
 - Maintained records, answered correspondence, prepared and disseminated reports.
 - Tracked laws and regulations that affected the organization's policies and stayed current on changes and trends.
 - Analyzed medical and clinical documents for government, regulatory and compliance.
 - Prepared and presented compliance reports to management.
 - Conducted focused and random compliant audits.
 - Assisted with internal compliance education.
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Summary of Qualifications:

- Registered Nurse with extensive experience coding in a clinic and hospital setting
 - Familiarity with Medical Coding, Medical terminology, CPT, ICD9, and HCPCS codes
 - In depth knowledge of health care terminology, clinical records charting and practices
 - Detail oriented, excellent verbal and written communication skills
 - Effective collaborative and proven process improvement skills
 - Ability to successfully plan, organize and manage projects
 - Ability to work in both team and independent settings at all levels of the organization
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Education:

Associate Degree in Health Care Administration, Cardinal Stritch University, Wisconsin, WI

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