

Firm/Company Name Marshall Dennehey

(Send copy of firm logo for posting)

Job Title [Position]:	Appeals Coordinator	Job Category:	
Department/Group:	Accounting Dept	Posted By:	HR Recruiter
Location:	Philadelphia, PA	Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	HR Recruiter	Date posted:	10/26/2021
Reports to:	Supervisor, Client Exceptions	Posting Expires:	[i.e., 30-days] 30 days

Applications Accepted By:

Fax or E-mail:

HRRecruiter@MDWCG.com

Attention:

HR Recruiter

Mail:

Job Description

Brief Summary:

Marshall Dennehey is searching for an Appeals Coordinator with at least 2 years of experience to join our Philadelphia office. The accepted candidate will join a growing team responsible for coordinating research, managing deadlines, innovating procedures and working extensively with Attorneys, Paralegals, Clients and the various websites utilized for transmission of our firm's billing documentation.

Duties:

- Ability to exhibit and maintain the following:
- Coordinate and organize high volume, time constrained, assignments.
- Communicate clearly and professionally while developing positive rapport with Attorneys, Paralegals and Administrators.
- Track various statuses and set follow-ups to insure timely submission of appeal work to client websites.
- Promote continuity and coverage of service across team members and Clients.
- Desire to learn new aspects of the role and adhere to new and current guidelines imposed by our Clients.

Skills/qualifications:

Marshall Dennehey is not accepting unsolicited resumes from search firms for this position. Firm offers a competitive salary and benefits package. Please send cover letter, resume and salary requirements for consideration.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]