



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #5354 Log Sheet

**Job Posting Date:** 7/8/2025

**Employer Information:**

Quadax  
**Contact:** Blake McEwing  
7500 Old Oak Blvd.  
Middleburg Hts., OH 44130  
**Phone:** 440-777-6300 **Ext:** 2870  
**E-mail:** blakemcewing@quadax.com

**Main Business:**

Healthcare Revenue Cycle Solutions

**Job Title:** Appeals Specialist

**Full/Part-time:** Full-Time

**Job Hours:** M - F; Days

**Job Duties:**

Job Details

Description

Responsibilities:

Review assigned denials and EOB's for appeal filing information. Gather any missing information.

Review case history, payer history, and state requirements to determine appeal strategy.

Obtain patient and/or physician consent and medical records when required by the insurance plan or state.

Gather and fill out all special appeal or review forms.

Create appeal letters, attach the materials referenced in the letter, and mail them.

Coordinate phone hearings with the insurance company, patient, and physician.

Comply with all 1st, 2nd, 3rd, and External Level Appeal process, system, and documentation SOP's.

Meet appeal filing deadlines by completing assigned worklist tasks in a timely matter and/or reporting to management when assistance is needed to complete the tasks.

Report all insurance company or state requirements and denial trend changes to the Team Leader and Reimbursement Manager.

Participate in team and appeal meetings by sharing the details of cases worked.

Act as a backup on answering incoming telephone calls as needed.

May undertake special projects assigned by the Team Leader or Reimbursement Manager.

Ability to meet predetermined Productivity Goals based on the level of Appeal.  
Ability to meet Quality Standard in place (90% or greater).  
Other duties as assigned.

**Qualifications:**

High School diploma or GED  
Minimum of four years health insurance billing experience  
Knowledge of managed care industry including payer structures, administrative rules, and government payers  
Proficient in all aspects of reimbursement  
Ability to maintain confidentiality  
Detail oriented  
Possess excellent written and verbal communication skills  
Able to establish priorities, work independently, and proceed with objectives without supervision.  
Proficient in using Microsoft Excel and Word

**Compensation:**

**Special Notes / Additional Information:**

**Minimum Age Requirement?**

18

**How to Contact:**

Apply Online

**Seeking:**

CVCC Alumni, Adult /Job Seeker

**Program Area:**

Health Careers

**E-mailed Job Posting on:**

**Notes:**