



https://www.quovant.com/?post_type=jobs&p=1463

Appeals Specialist

About Quovant

Quovant (formerly LegalBill) stands for something not often found in the Enterprise Legal Management (ELM) space: *the human touch*. For over 20 years, Quovant has been helping its clients achieve the smartest legal spend possible through actionable insights and analytics powered by software and delivered by people.

Some of the world's most recognized brands, including 10% of the Fortune 100, trust Quovant. Our Nashville-based team of legal professionals, data analysts, business intelligence and software experts work closely with our clients to establish best practice billing guidelines, ensure billing compliance, and uncover actionable insights and analytics that lead to better business decisions, operational efficiencies and cost savings.

Description

Quovant is a business intelligence and data analytics firm headquartered in Nashville, Tennessee. We are the leading influence in defining and growing the field of legal spend management. Quovant provides actionable analytics to Fortune 500 and other clients who want to better understand, manage, and optimize their legal spend strategy. Quovant seeks talented individuals who can support our growth globally. We have an excellent opportunity within our Data Operations team for an **Appeals Specialist**. Strong candidates will possess a demonstrated ability to work independently with the highest level of accuracy and integrity and have a high level of proficiency in Microsoft Office. This position reports to the Director of Operations and Administration.

Responsibilities

- Managed shared mailbox and route tasks to other team members
- Process invoice appeals within the specific requirements of client-specific processes
- Coordinate and organize appeals related reference and training materials
- Assist law firms with questions and host trainings as needed
- Track and update client authorizations and exceptions in company database
- Work closely with other departments to ensure accuracy and completeness of client data
- Assist team members by coordinating tasks including data entry, inbox management, and other responsibilities
- Prioritize workload according to Quovant methodology and client guidelines
- Cross-train and support other team members within Data Operations when needed or as requested by department manager

Qualifications

- An Associate's degree required; Bachelor's degree preferred in one or more of the following disciplines is preferable: Law, Business Administration / Management or Paralegal Certificate
- Education/training/experience in a legal related field as paralegal, legal

Employment Type

Job Location

696 Melrose Ave, 37211, Nashville, Tennessee, United States

Date posted

September 28, 2019

billing coordinator or attorney preferable

- In-depth knowledge of legal terminology and legal practices (including hourly billing); thorough understanding of litigation process a plus
- Ability to work effectively in a team environment with a strong commitment to team success
- Ability to prioritize and work under a tight schedule
- Superior customer service skills
- Ability to learn new programs and take on new tasks
- Strong working knowledge of Microsoft Office
- Strong problem solving skills
- Must be flexible and able to multi-task
- Must be organized and detail-oriented
- Ability to maintain complete confidentiality

Job Benefits

- Competitive salary
- 401K
- Employer-sponsored health, dental and vision benefits
- Generous vacation, holiday and sick leave benefits
- High energy team and flexible work environment
- Supportive executive leadership team
- Regular company gatherings, social hours and a fully-stocked pantry with snacks, coffee and soda!
- We encourage and celebrate diversity in the workplace. EOE