



PARALEGAL

Ashley Kole

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☎ (951) 877-4023

📍 Riverside

Ashley is an accomplished healthcare legal professional with more than a decade of experience supporting medical organizations, law firms, and compliance departments. Known for her exceptional communication skills, meticulous attention to detail, and ability to navigate complex regulatory environments, Ashley has built a career at the intersection of healthcare operations and legal administration.

Prior to joining BBK, Ashley served as the Pre-Litigation Lead for a healthcare law firm, where she oversaw complex, high-value medical claims. In this role, she analyzed key data from contracts, explanation of benefits (EOBs), and denial records; constructed timelines; calculated reimbursement rates and underpayments; and drafted evidence-based appeals while managing the entire appeals process in accordance with strict regulatory deadlines. She also identified and requested missing documentation, maintained relationships with insurers through consistent follow-up, and processed Medicare and Medi-Cal claims.

Ashley also worked as a paralegal in the legal departments of two Southern California healthcare districts. Her responsibilities included preparing legal documents and board materials, taking minutes for committees and department meetings, assisting with subpoenas and court filings, and maintaining contract databases and legal records. She also screened communications, managed executive calendars, updated legal reference materials, and provided administrative support to senior legal staff.

Outside of work, Ashley enjoys watching Dodgers games and spending time with family and friends.

**Paralegals are not licensed attorneys. Under California law, paralegals are not authorized to provide legal advice.*

CORE PRACTICES

Health Care

Business

EDUCATION & ADMISSIONS

Education

Mt. San Jacinto College, A.S., legal assistant

Mt. San Jacinto College, A.A., social behavior science