



PARALEGAL

# Ashley Kole

✉ ashley.kole@bbklaw.com

☎ (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, Ash served as the Pre Litigation Lead for a health care law firm where she oversees complex and high value medical claims. In this role, she analyzed key data from contracts, EOBs and denial records, constructed timelines, calculated reimbursement rates and underpayments, drafted evidence based appeals while managing the full appeals process in accordance with strict regulatory deadlines. She identified and requested missing documentation, maintains insurer relationships through consistent follow up, and processes Medicare and Medi Cal claims.

Ash worked as a Paralegal for two Southern California Healthcare Districts in the Legal Department. Her responsibilities included preparing legal documents and board materials, taking minutes for committees and departments, assisting with subpoenas and court filings, and maintaining contract databases and legal records. She screened communications, managed executive calendars, updated legal reference materials, and provided administrative support to senior legal staff.

Outside of work, Ashley enjoys watching Dodger games, 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