



Payment Poster Job Description

Role/Position Definition: Responsible for completing the payment posting process and reconcile to the bank deposits. Reviews and calculates all payments and maintains all payment records.

Qualifications/Position Requirements:

- Education/Experience
 - High School Diploma / GED required.
 - Two (2) years of medical facility experience preferred
 - Experienced with computers and/or medical software preferred
- Licensure/Certification
 - Certified Medical Biller Certificate is a plus, but not a requirement
- Knowledge, Skills and Abilities
 - Individual must have knowledge of UB04 and CMS 1500 claim forms.
 - Prior hospital payment posting experience required.
 - Knowledge of medical billing preferred.

Duties and Responsibilities:

- Under the general supervision of the billing manager/director, the payment poster is responsible for posting payments and adjustments of all payers per the remittance advices, ensuring accurate accounts receivable
- Investigates and reconciles patient accounts as necessary
- Reviews the daily deposits from the bank providing a daily report
- Deposits all incoming payments into the bank daily
- Processes credit card payments daily
- Responsible for self-pay early out and collection agency payment reports and follows thru with accounts to go to the agency
- Responsible for providing adjustments and additional documentation to the agency
- Responsible for claims processing to clearinghouse
- Reports status of accounts receivables to billing manager upon request
- Maintains HIPPA and other lawful practices when billing payers
- Maintains confidentiality of information pertaining to patients, Physicians, employees, and guests per the Confidentiality Agreement and Policy.
- Maintains quality of work while handling multiple tasks throughout the day.
- Develops and maintains a good working rapport with interdepartmental personnel as well as physicians, supervisors, patients, visitors, and other department areas within the facility.
- Maintains and promotes professional competence through continuing education and other leaning experiences.

- Participates in the proper procedures to follow for safety programs, adherences to standard precautions, reports unsafe conditions, and verbalizes occurrences.
- Promotes effective working relations and works effectively as part of a team inter and intra departmentally to facilitate the department's ability to meet its goals and objectives.
- Responsible to reconcile payments posted to the bank and maintain reports for controller to review
- Performs all other duties as assigned.