

Payment Poster

Seeking detail oriented candidate for entering insurance and patient payments. Full time + benefits.

Must have 1-2 years recent medical billing experience and familiarity with applying insurance contracts and fee schedules to reimbursement.

Job Relationships: The Receipts Analyst reports directly to the Director of Billing Operations and interacts with payors, patients and other facility personnel in all areas pertaining to the position.

Duties:

- (1) Reconcile insurance and patient payments to the accounting system daily.
- (2) Balance payments per batch posted.
- (3) Compare all payments and adjustments posted against facility specific insurance contracts to ensure reimbursement integrity.
- (4) Identify and report under/over payment trends to Director of Billing Operations.
- (5) Proactively communicate progress toward meeting essential deadlines.

Qualifications:

- Education: High school diploma or equivalent required.
- Work Experience: A minimum of one year medical billing office experience required. Keyboard proficiency required, 9-key proficiency preferred. Knowledge of medical terminology and computer literacy a must. Familiarity with payor contracts preferred.
- Skills: Basic office skills required; advanced office skills preferred. Strong communication skills necessary for success. Ability to identify trends and proactively problem solve. Strong organizational skills and ability to appropriately prioritize account activity necessary.
- Physical Guidelines: Ability to extend wrists/arms for up to eight hours per day; sit for up to eight hours/day; and work at computer terminal for up to eight hours/day.