

ROBERT SMITH

Sr. Payment Poster

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To be part of a practice where I can utilize all of my skills, gain further knowledge, be rewarded and respected, and become a valuable member of that team.

CORE COMPETENCIES

Account Management, Accounts Payable, Accounts Receivable.

PROFESSIONAL EXPERIENCE

Sr. Payment Poster

ABC Corporation - December 2012 – December 2013

Key Deliverables:

- Responsible for all incoming monies for several clients, including Insurance payments, copays, credit card payments, and personal check payments.
- Responsible for posting both patient and insurance checks for multiple clients.
- Responsible for keeping a record of all incoming payments for each client using an excel spreadsheet.
- Responsible for fixing any financial errors on patient accounts.
- Responsible for making sure insurance companies are paying according to negotiated fee schedule and keeping a record of all repetitive underpays from insurance companies using an excel spreadsheet.
- Identified Insurance underpayments, calculate how much is owed, and call insurance companies regarding underpayment issues to have claims reprocessed and paid according to correct contracted fee schedule agreement.
- Identified any refunds owed to Insurance companies or patients.

Payment Poster

ABC Corporation - 2007 – 2012

Key Deliverables:

- Responsible as a Payment Poster Manual and electronic payment posting; handled various accounts that were a minimum of \$3 million dollars every day; Responsible for training new Payment Posters educating new Posters about MS4 and Sunrise, walking them.
- Responsible as acting Lead when the Lead of the Patient Financial Service is unavailable, I step in as the acting Lead; responsible for preparing Cash and Mail Deposit Reports and sending those reports to the Director, Manager and Supervisor; Responsible.
- Achievements o Responsible for saving CPMC \$100,000 annually " On my own time I created a new credit card authorization system; before the new system, CPMC used to pay a clerk to manually copy the patients credit card information onto a credit card slip, make a photo copy of this credit card slip, and file the slip in the patients file.
- The clerk did this credit card authorization process 150-200 times a day.

ROBERT SMITH

Sr. Payment Poster

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- "With my system there was no need to copy the patients information onto a separate credit card slip or make a copy; as a result of this new system CPMC has been saved the cost of a clerk, the price of 960 credit slips, and the price of 960 copies (toner, paper.) This amounts to savings of \$100,000 annually for this CPMC during the economic recession.
- "My system has now been adopted by all CPMC offices and hospitals.
- o Received the highest review of all of the Patient Financial Service team for the 2009-2010 year..

EDUCATION

- Vocational Diploma in Office Administration- Practices & Procedures, (ICD-9 Coding, Medical Terminology, Microsoft Word, Office, & Excel) - 2006(Hunter Business School - Medford, NY)