ROBERT SMITH
Associate Payment Poster

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

SUMMARY

Ten years of Payment Poster experience, including eight years of front office, administration experience. Proficient in Microsoft Office and type 70 WPM. Ability to maintain a high level of confidentiality, professionalism, and enthusiasm. Highly organized, able to multi-task effectively, and very dependable.

CORE COMPETENCIES

Excel, Word, Outlook, ICD-9, CPT, Data Entry, Medical Terminology, Payment Processing.

PROFESSIONAL EXPERIENCE

Associate Payment Poster
ABC Corporation - September 2015 – October 2015

Key Deliverables:
- Posts payments by line item into MD Suites and Imagine billing software to patient s accounts within the assigned deadlines.
- Posts of electronic EOBs, Process all contractual adjustments to third party reimbursement accounts.
- Applies collection debt payments on appropriate accounts.
- Balances daily posting batches and reconcile daily lockboxes, ERAs and EFT payments.
- Maintains a thorough understating of all aspects of payment posting and EOB key data.
- Prints denials and secondary EOBs on a daily basis as outlined by the Revenue Manager.
- Reviews Insurance EOB and post payments to billing system.

Payment Poster
ABC Corporation - 2010 – 2015

Key Deliverables:
- Assisted thirteen outpatient facilities and four hospitals with all aspects of billing.
- Electronic billing of insurance claims.
- Facility pricing of CPT codes.
- Billing per insurance contracts and making appropriate adjustments, posting payments according to insurance contracts.
- Answered all inquiries from facilities regarding insurance contracts, CPT and diagnosis coding, payment posting, and computer functions.
- Assisted in out-of-state facilities training with billing, payment posting and computer functions.
- Assisted with procedure and diagnosis coding from physician documentation.

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EDUCATION

Basic Accounting - (LaGuardia Community College - Queens, NY)