

ROBERT SMITH

Payment Poster I

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To find a Payment Poster position in management and supervision to provide advocacy to help improve larger issues in society, provide support, help clients overcome challenges, and create positive change in our community.

EXPERIENCE

Payment Poster I

ABC Corporation - JULY 2005 - APRIL 2010

- Recorded payments from scanned Explanation of Benefits (EOB) checks and enter data in the system by patient and per procedure code.
- Indexed scanned images to patient records in Medi-Pac medical billing software.
- Conducted reconciliations of total dollars on summary sheet and total dollars entered.
- Identified primary from secondary payers or other payers when entering data.
- Entered primary payer contractual adjustments according to fee schedules.
- Worked with the reimbursement department, following written instructions to complete transactions that will further adjust accounts beyond initial adjustments, i.e.
- Entered notes into the system in regard to the purpose of adjustments.

Payment Poster

ABC Corporation - 2000 - 2005

- Help design process agreements for work flow improvements.
- Accurately post all cash for the day as well as reconciliation.
- Communicate denials with the supervisor and team members for prompt follow up.
- Post 835 files as well as manual payments and adjustments.
- Train new team members on the cash team processes.
- Follow the client guidelines and identify any trends or issues.
- Meet all deadlines and ensure quality and accurate work..

EDUCATION

- Master's in Counseling Psychology - 2014(North Park University - Chicago, IL)



SKILLS

MS Office, Excellent Customer Service Leadership.