

# Robert Smith

## Payment poster

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## SUMMARY

Seeking an accounting or related Payment Poster position with a progressive company that will utilize experience, skills and capabilities to provide personal and company Advancement.

## SKILLS

Business Office Representative, Data Entry, Medical Billing.

## WORK EXPERIENCE

### Payment poster

ABC Corporation - April 1993 – June 1994

- Balanced all charges and payments prior to closing.
- Maintained control and record of all Hospital charges and reviewed billings for timely presentation of charges.
- Maintained an audited trail of numbered charges on a daily basis.
- Reviewed daily charges for inconsistencies and corrected coding and billing as required.
- Posted payments for all types of insurances.
- Responsible for tracking morning reports which included Cancel route slips (utilized to cancel the voided super bills).
- Processed patient payments Through NexGen credit card payments Lockbox and ERA Skills Used Process payments correctly and in a timely matter Knowledge of reading EOB.

### Payment Poster

ABC Corporation - 1989 – 1993

- Post Medicare payments electronically using HCHB system.
- Post all medical payments to patient and guarantor accounts, including payments from insurance carriers, government agencies and their fiscal intermediaries using the HCHB system.
- Sort mail and deliver to appropriate personal.
- Adjust any contractual adjustments need when posting payments.
- Post any Medicare adjustments approve by the A/R manager.
- Run reports to balance all payments posted for the day.
- Report projected Medicare totals to upper management every day.

## EDUCATION

Bachelor's- (Richland College - Richardson, TX)