

ROBERT SMITH

Asst. Payment Poster

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Medical Receptionist/Biller experienced at registering patients, scheduling appointments and recording and filing patient medical records. Enters orders and information quickly and accurately. Experience supporting physicians in a busy medical office. Expertise includes verifying insurance coverage, understanding EOB's, all aspects of A/R's in a corporate billing and physician office.

OCTOBER 2010 - MARCH 2011

ASST. PAYMENT POSTER - ABC CORPORATION

- Investigated past due invoices and minimized number of unpaid accounts.
- Assigned additional diagnosis codes based on specific clinical findings (laboratory, radiology and, pathology reports as well as clinical studies) in support of existing diagnoses.
- Examined diagnosis codes for accuracy, completeness, specificity and appropriateness according to services rendered.
- Accurately entered procedure codes, diagnosis codes and patient information into billing software.
- Added modifiers as appropriate coded narrative diagnoses and verified diagnoses.
- Thoroughly reviewed remittance codes from EOBS.
- Confirmed patient information, collected copays and verified insurance.

2009 - 2010

PAYMENT POSTER - MERIDIAN MEDICAL MANAGEMENT

- Posting Patient and EOB Insurance, MVA, Workers Comp payments.
- Retrieving Lockbox batches from the bank scanning them so we print them out to be posted.
- Posting Remitts on Cash Sheet and Posters Log.
- Balance audit journals with daily deposits.
- Processing adjustment and charges.
- I was brought into the department to help get patient checks and credit cards up to speed learned the systems quickly and become a great asset to the team.
- Skills Used Posting Programs CPS, Centricity, IDX and Encoda.

EDUCATION

Diploma - (Lake High School - Millbury, OH)

SKILLS

BCBS, Medicare, Medicaid, Champus/Tricare, Medical Billing and Collections, Analyzing A/R reports.