

Objective

To find a challenging Payment Poster in a professional business office setting. For a detail oriented effective communicator with creative problem solving skills, and extensive experience. Knowledge and experience will demonstrate to be valuable resource for the team and health care organization.

Skills

Microsoft word,excel,remedy,IDX.

Work Experience

Payment Poster III

ABC Corporation - August 2013 – June 2014

- Reads and analyzes EOBS, from MSI, Cal Optima, Medical, and Choc Health Alliance.
- Researches accounts in credit balance status to refund or adjust accounts.
- Verifies payments amounts and batch totals are correct before posting batches.
- Verifies that Medicaid electronic deposits are posted at the bank.
- Responsible for Batch up EOBs and prepare deposit slip for bank, copy and fax deposit slips
- Accomplishments Helping others train new employees Skills Used Fast worker Train others.
- Applies insurance and patient payments Researches misapplied payments Maintained patient accounts Prepared patient statements Processed insurance billing Answered incoming calls.
- Verifies new and existing insurance coverage and patient demographic info and entered in appropriate office/facility system thru Centricity Physicians.

Payment Poster

ABC Corporation - October 2011 – April 2012

- Duties include posting payments, adjustments, denials, and rejections for manual insurance checks, and Medicaid electronic remittance to the correct client/patient line item by the deadline with accuracy.
- Process over 500 EOBs on a daily basis.
- Read and analyze EOBS, from MSI, Cal Optima, Medical, and Choc Health Alliance.
- Research accounts in credit balance status to refund or adjust accounts.
- At end of month balance status to refund or adjust accounts flag and unflag NFS checks.
- Verify payments amounts and batch totals are correct before posting batches.
- Verify that Medicaid electronic deposits are posted at the bank.

Education

Bachelor's - 2001(Long Beach City College)