

Robert Smith

Payment Poster II

PERSONAL STATEMENT

Very dependable, reliable person who is looking for an entry-level Payment Poster position with a reputable organization.

WORK EXPERIENCE

Payment Poster II

ABC Corporation - August 2013 - July 2015

Responsibilities:

- Posts payments to patients account.
- Reconciles of customers service cash receipts.
- Assists in other areas of the department when needed.
- Responsible for daily payment posting and reconciliation to ensure accurate accounts receivable reporting Post insurance payments by line item, personal pays, zero pays and adjustments accordingly Obtained, analyze and reviewed all patient information regarding payments by diagnosis and procedures for billing and payments to ensure maximum accuracy and timely reimbursement.
- Reviews EOBs and correspondence with insurance carriers regarding discrepancies Liaison to collection agency for negotiated payments Collected month end reports and reviewed with management to ensure accurate reconciliation totals Write off Balances Free Lance for the following projects.
- Applies for payments accurately to patient accounts Applied appropriate comments on accounts if applicable Made adjustments as needed for accounts having contracts with insurance companies and government contracts Denials and deductibles Balanced payment batches.
- Posts patient and insurance payments.

Payment Poster

ABC Corporation - 2008 - 2013

Responsibilities:

- Post all payments Medicare, Medicaid, Private Insurance, and Workman Compensation.
- Contact insurance companies for proper posting of patient accounts.
- Prepare correspondence for refunds to patients and insurance company inquiries.
- Flag and unflag accounts or returned checks in the computer.
- Log incoming mail and prepare bank deposit for various Hospitals.
- At end of month balance deposit books and prepare spreadsheets.
- Verify that payments amounts and batch totals are correct before posting batches Process all electronic 835 files on daily basis..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft office,
eClinicalWorks, optum.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Associates - (Akron University)