

Payment Poster

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Objective

More than six years experience as Payment Poster. Outstanding customer communication skills and leadership, proficiency in blood collection by venipuncture and capillary techniques from patients. Comprehensive understanding of compliance and safety.

Skills

Management, Organizing.

Work Experience

Payment Poster

ABC Corporation - October 2006 - April 2009

- Posts ERA payments daily according to protocol.
- Posts retractions daily to established protocol.
- Posts payments received from collection agencies.
- Updates patient accounts in Nextgen to reflect payment balance and remove BD status.
- Receives, logs, and tracks money bags from clinical locations.
- Copies documentation and prepare daily deposits for bank.
- Pulls and posts credit card payments daily from lynx.

Payment Poster

Meridian Medical Management - 2005 - 2006

- 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

Certificate in Phlebotomist - 2009(SANZ Presently known as Medtech - Falls Church, VA)