Billing Payment Poster

Position Overview

This position is responsible for accurately and efficiently posting payments. This position requires skills in the review of Explanation of Benefits (EOB) for both Government and commercial carriers, electronically and on paper.

Essential Functions

- Able to accurately post between 50k and 60k a day.
- Able to respond to correspondence received within 72 hours
- Transfer ERA/EFT's correctly, matching the check total
- Transfer all zero pays
- Pull online lockbox deposit's daily and post
- Pull all EFT's online weekly for assigned providers
- Work small balance write-off report at the end of every month
- Transfer all posted payments to Reconciliation Sheet
- Inform Supervisor of inconsistencies or discrepancies for immediate resolution
- Adhere to all HIPAA guidelines and regulations

Competencies

- Able to act independently in productivity-based environment
- Strong interpersonal and communications skills to work successfully in a team-oriented environment.
- Give focused attention to detail
- Able to prioritize workload and move readily from task to task.

Education Requirements:

- High school graduate
- Must agree to take and pass coding course by 12 months post-hire

Required experience:

- Proficiency in Excel/Word
- 2-year experience in medical payment posting