



Medical Payment Processor – Credit Cards

Position Overview

Dermatology Billing Associates is looking for a full-time Clerk to support our Posting department. This individual must complete multiple-step process at a high degree of accuracy to manage credit card payments. Some experience in the medical billing field and credit card processing is required.

Essential Functions

- Enters, updates and verifies data into various systems for use by all personnel
- Able to read EOB's to determine payment due
- Experience reading Doctor's office billing statements.
- Run and distribute reports
- Comfortable moving between several systems to track payment history
- Excellent organizational skills
- Adhere to all HIPAA guidelines and regulations

Competencies

- Able to act independently in productivity-based environment
- Give focused attention to detail
- Able to prioritize workload and move readily from task to task.

Education Requirements:

- High school graduate

Required experience:

- Proficiency in Excel and Outlook
- Medical billing/credit and processing