



Job Posting - Payment Poster (Medical Billing)

Job Title:	Payment Poster		
Department:	Patient Accounts	Location:	Dublin, OH
Days:	Monday - Friday	Hours:	Generally between 8:00 am and 4:30 pm

Position Summary: Responsible for the expedient and accurate posting of payments received.

Responsibilities/Accountabilities:

1. Payment Entry:
 - Completes payment entry in a timely and accurate manner including:
 - Posts payments to practice management system (live checks within 24 hours, Online Credit Card payments the next business day, EFT deposits within 72 hours)
 - Records batch totals with date and initials on payment receipt spreadsheet
 - Balances batches and runs transaction reports
 - Verifies all EFT deposits and scanned checks have been posted by month end
 - Properly communicates and documents payment denials in the practice management system and to the appropriate billing representative in a timely manner.
 - Identifies any payments not being paid at the allowed/contracted amount and communicates this to the appropriate billing representative – AR and/or Director.
 - Batches patient statements electronically on a weekly basis
 - Creates invoices for attorney fees and communicates with physician office upon receipt of payment.
2. Department Coverage:
 - Cross trained to provide department coverage in charge entry.
 - Maintains professional knowledge regarding medical billing and coding procedures, insurance carriers, federal programs, etc.

Education, Experience, and Certification/Licensure Required:

- High School Diploma or equivalent required.
- Minimum of two years of medical billing experience required.
- Candidates must be able to work with high volume of work while maintaining attention to detail and accuracy and demonstrate excellent oral and written communication skills.
- Computer skills required to operate practice management system (i.e., use Window operating system, conduct Internet searches, communicate by email, etc.)

To apply for this posting, please submit a resume to humanresources@orthopedicone.com or fax to 614-827-1035.

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