Job Posting – Payment Poster (Medical Billing)

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Payment Poster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Patient Accounts</td>
</tr>
<tr>
<td>Days:</td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Location:</td>
<td>Dublin, OH</td>
</tr>
<tr>
<td>Hours:</td>
<td>Generally between 8:00 am and 4:30 pm</td>
</tr>
</tbody>
</table>

**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@orthopedicine.com or fax to 614-827-1035.

An Equal Opportunity Employer