



<b>JOB DESCRIPTION</b>	
<b>Job Title:</b> Payment Poster I	<b>FLSA Status:</b> Non-exempt
<b>Date Revised:</b> January 7, 2014	<b>Job Code:</b> P1

### **Job Purpose/Summary**

Under the direction of the Posting Manager, the Payment Poster performs general accounting functions, such as posting payments and reconciling bank deposits. This is completed while upholding the regulations set by the company's standard and federal guidelines.

### **Minimum Qualifications**

#### **Education:**

High school diploma or equivalent  
 Associates/Bachelor's Degree or equivalent outside work experience

#### **Experience:**

Basic accounting principles and medical billing experience preferred but not required

#### **Knowledge, Skills, Abilities:**

Must be able to type minimum of 35 wpm  
 Microsoft Office and basic computer knowledge  
 Basic math  
 Attention to detail  
 Ability to read and understand Explanation of Benefits (EOB)  
 Customer service oriented  
 Time management and the ability to multitask are essential  
 Organizational skills  
 Must display sufficient written and oral communication skills  
 Must have the ability to work in a fast paced environment

### **Essential Duties & Responsibilities**

Demonstrates commitment to service excellence by ...

- Pull deposits from bank lockbox/website.
- Pull remits from various websites to post payments.
- Scan all posting to each account's folders on the network.
- Run deposit reports to make sure daily deposits are balanced.
- Make sure all posting is finished by end of month deadlines.
- Post all payments and denials.
- Make daily entries on each account's monthly spreadsheets.
- Must have knowledge of the accounts you are postings, especially schedules and payers.
- Be aware of accounts that participate with insurances so that balances are adjusted off correctly.
- Be able to access Easy Print to get Medicare remits.
- Be able to access Gateway EDI for various insurance remits.
- Respond to Billing Specialist inquiries related to posting.
- Ability to work denials
- Ability to print single 1500' change schedules, change insurance companies in RescueNet

**Other Responsibilities**

Performs other related duties as assigned.

<b>Physical Requirements (with or without reasonable accommodation)</b>				
	Rarely < 10%	Occasional < 33%	Frequent < 66%	Constant > 66%
Lifting: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs				
Over 100 lbs				
Reaching – Arms Extended				X
Reaching – Arms Overhead	X			
Standing		X		
Walking			X	
Sitting				X
Climbing	X			
Bending/Stooping		X		
Moving/Pushing/Pulling: 0-20 lbs		X		
20-50 lbs	X			
50-100 lbs	X			
Over 100 lbs	X			
Grasping/Holding with Hands		X		
Using Hands for Repetitive Movements				X
Using Feet for Repetitive Movements	X			
Speaking			X	
Seeing				X
Hearing				X
Extremes of Heat	X			
Extremes of Cold	X			
Driving	X			

The above duties and responsibilities designated as essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. The job description is not intended to be construed as a comprehensive statement of duties, responsibilities or requirements. Employees may be asked to perform other job-related functions that are not listed above.

**HR Review/Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_