



JOB DESCRIPTION	
Job Title: Payment Posting Assistant	FLSA Status: Non-exempt
Date Revised: August 15, 2016	Job Grade:

Job Purpose/Summary

Under the direction of the Posting Manager, the Posting Assistant performs a wide variety of duties to support the Payment Posters in their day-to-day work. These tasks are completed according to company standards as well as state and federal guidelines.

Minimum Qualifications

Education:

High school diploma or equivalent

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

- 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.
- Be able to access Easy Print to get Medicare remits.
- Be able to access Gateway EDI for various insurance remits.
- Process credit card payments and pull next day reports.
- Prepare hard copy deposits for scanning and posting by, but not limited to, sorting payments by payors and looking up account numbers.
- Complete month-end batch write offs.
- Post Medicare payments.
- Assist Posting staff with any other needs in preparing and organizing posting.

Other Responsibilities

Performs other related duties as assigned.

Physical Requirements (with or without reasonable accommodation)				
	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.