

Payment Poster – Medical Billing

Primary responsibility is to receive payment from insurance companies and patients and post them to the appropriate patient account. Secondary responsibility is to make collection calls on past due patient accounts. Additionally, all member of the billing department must learn to be able answer questions from patients regarding their balance.

* Formal education in medical billing **preferred**
* 6+ months of previous experience posting payments **required**
* Experience of working the entire billing cycle **helpful**

This individual must have great attention to detail as payments must be posted to the appropriate accounts. The individual must have basic computer familiarity. When making collection calls the individual must have a thick skin and let patient frustration or anger roll off their back. Must be able to empathize but recognize that services were provided that justify the amount due.