

Dayton Physicians, LLC  
Business Services  
3500 Park Center Dr. #150  
Dayton, Ohio 45414

Job Description – Payment Poster

### **JOB DESCRIPTION SUMMARY**

The purpose of this position is to assure that all aspects of processing and applying payments, zero pay vouches and adjustments received from our lockbox from patients and insurance companies are done accurately and in a timely manner.

- The full spectrum involves receiving, sorting, batching and line item posting into the current practice management system.
- Posting of electronic vouchers.
- Processes all contractual adjustments as necessary to ensure appropriate third party reimbursement processing of accounts.
- Accurately applies collection debt payments on appropriate accounts.
- Balances daily posting batches to ensure accuracy and reconciliation of daily lockbox.
- Maintains accurate documents and reports following established procedures and policies.

### **REPORTING RELATIONSHIPS**

Reports to: Directly to Billing Manager of Dayton Physicians.

Reporting to this position: None

## **JOB REQUIREMENTS**

- Required: High School Diploma or GED.
- Must have exceptional typing/data entry skills (alpha and numeric).
- Requires 2 year experience in a health care billing environment.
- Familiar with all insurances.
- Explanation of Benefits and cash posting.
- Must have good math skills.
- Working knowledge of CPT, HCPCS and ICD-9 coding from a reimbursement perspective.
- Knowledge of Excel and Word.
- Medical terminology.

### Licensing/Registration/Certification

Required: None

### Experience

Required: Two or more years in a medical facility with data entry payment posting experience.

### Skills/Knowledge/Abilities

Personal skills must include good communication skills, accurate data entry and the ability to recognize billing abnormalities or errors and resolve problems quickly and effectively. Also, this position must be organized and be able to prioritize. This position requires knowledge of office billing procedures and policies. This position must be familiar with numerous insurance companies and their requirements including CPT and ICD-9 coding.

### Physical

Body Positions: Sitting 90% of the day.

Body Movements: Walking, turning head and torso, bending and flexing torso, wrists, hands, and fingers.

### Mental

Mathematics: Must be able to do routine arithmetic calculations, understand patient ledgers, billing statements and reports.

Language: Must be able to communicate both verbally and in writing well enough to understand and be understood.

Computers: Must be able to use computer software that involves the duties of this position.

### WORKING CONDITIONS

Work will be done in a smoke free, climate controlled medical business office. The position involves a great deal of sitting completing data entry and paperwork. Workdays are Monday through Friday, 8 hours a day. Some overtime may be required.

### Other

1. Arriving at work on time, not over-extending breaks, not leaving early without permission.
2. Attending all meetings and in-service training sessions scheduled by the practice.
3. Demonstrating sound judgment in respecting the confidentiality of patients, practice, and personnel information.
4. Seeking guidance and direction in the performance of responsibilities and duties.
5. Working well with others in the practice; maintaining a courteous and professional attitude.
6. Demonstrating the ability to accept direction and criticism.
7. Consistently showing the ability to recognize and deal with priorities.
8. Practicing good time management skills that will result in effectively completed duties.

9. Performing all required duties in a timely manner and such other duties for which qualified but are not directly assigned to this position.
10. Openly seeking opportunities for added responsibility and growth.
11. Willingly accepting job assignments and performing whatever it takes to get the job done.
12. Establishing self-reliance and accepting responsibility for achieving results.
13. Maintaining a well-groomed professional appearance.
14. Performing any other duties as may be assigned.

Established: 03/01/2006

Revised: 2/13/2009

#### ACKNOWLEDGEMENTS

I have reviewed, and understand the above and believe it to be accurate and complete. I understand that management retains the right to change this position description at any time.

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Patient Accounts/Billing

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Date

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Supervisor

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Date