



Job Description: (Payment Poster)

The Payment Poster is responsible for providing effective and accurate posting of insurance payments, patient and carrier requested refunds. The Payment Poster must research, troubleshoot and ensure the accuracy of posting payments and rejections. Responds to requests for additional information needed by the carrier in order to make a determination of payment. Opens and balances daily payment batches, prepares daily reports and submits to appropriate areas. The Payment Poster is responsible to collect all Payments and EOBs to be coordinated with Athena system and dashboard assignments. All other duties as assigned.

Job Standards:

Daily mail sort

Preparation of posting batches when applicable

Preparation of daily bank deposit

Preparation of BYOLB packet to Athena

Preparation of daily reconciliation forms for Finance

Posting of payments to legacy system and monthly close process for legacy system.

Process unpostables from Athena unpostable dashboard

Process correspondence dashboard items

Follow up on pending unpostable items (outstanding research requests to payors, etc)

Work overpayment worklists in accordance with CMS required timelines

Process refund checks

Process collection agency payments

Prepare/upload/maintain annual fee schedules and carrier allowable schedules within practice management system.

Receipt and Acknowledgment:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____