



Medical Payment Poster **Nanuet, NY**

Northeast Orthopedics and Sports Medicine has several Orthopedics practices in Rockland, Orange and Westchester counties. We currently have an exciting opportunity as **Medical Payment Poster** based in Nanuet, NY billing office.

Summary Description

Responsible for posting all payments received in the billing office for accounts receivable to the appropriate patient account and charge ticket.

Essential Functions

- Accurately post payments and adjustments of remittance advice's received via paper or electronically into the practice management system.
- Ensure payments, denials and/or correspondence is posted in a timely manner, typically within two business days of receipt, to include livechecks, EFT payments, credit card payments, cash payments.
- Identify and locate missing remittance advice's by using the payer websites and/or contacting the payers directly via phone.
- The ability to post high volume transactions consistently and accurately.
- Processes patient and insurance credit card payments.
- Assists with end of day procedures including; updating the department Excel spreadsheets and balancing, as needed. Balance posted transactions to actual bank deposits using internal controls.
- Assists with working in the credit balance work files and issuing insurance and patient refunds, as needed.
- Notifies management team of incorrect payment by payors as indicated by billing system.
- Brings adjustment and payment discrepancies to the attention of the Billing Manager.

Qualification Requirements:

- Minimum of 2 years medical payment posting experience within a healthcare environment is a must.
- Strong experience with all major insurance carriers including in network/out of network services.

Medical Payment Poster (cont.)

- Knowledge of medical billing and collection practices with the ability to decipher carrier EOB's.
- Knowledge of understanding and interpreting insurance Explanation of Benefits.
- Knowledge of basic medical coding and third-party operating procedures and practices a plus.
- EMR, EDI and Commercial Insurance Company systems.
- Detail oriented and accurate data entry skills.
- Strong organizational skills and the ability to prioritize workload.
- Must demonstrate interpersonal skills with all levels of billing and management team.
- Must be able to work well in a team environment.
- Basic computer literacy including the ability to utilize Excel spreadsheets.

We offer competitive hourly rate, health insurance medical, dental, vision, additional voluntary plans, 401K, parental leave, paid PTO.

Interested candidates should email their resume with desired hourly rate to mgarabed@neosmteam.com.

NEOSM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.