# ***Medical Billing Payment Poster***

## Job Description

- Accept payments and process billing statements.
- Post payments (electronic and manual payments) to the billing software program or practice management software.
- Prepare payment batches.
- Maintain accurate medical billing records, and document revenue from patient payments and insurance reimbursements.
- Keep track of payment deposits from patients and insurance reconciling details.
- Assess and evaluate explanation of benefits (EOBs) from insurance companies.
- Keep accurate billing records and report discrepancies.

## Required Skills

- Minimum of 1 year of medical billing experience.
- Knowledge of EOBs (Explanation of Benefits).
- Data entry and typing skills.
- Good written communication skills.
- Ability to process a high volume of work while keeping attention to detail and accuracy.
- Good computer skills to work with billing software, practice management system, and Microsoft Office.