Robert Smith

Payment Posting Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

A detailed-orientated Payment Posting Specialist professional with the ability to successfully manage full lifecycles of client meetings and programs. Highly organized with excellent interpersonal and customer service skills, problem-solving, thrives under pressure, is an enthusiastic and dedicated employee with uncompromised integrity, strong work ethic.

WORK EXPERIENCE

Payment Posting Specialist

ABC Corporation - July 2015 – 2016

Responsibilities:

- Review insurance Explanation of Benefits and post payments to the billing system.
- Post payments and ensure allowances, adjustments, and write-offs are posted correctly.
- Prepare documentation and recommendations for refunds May perform check payment reconciliations and complete deposit reports.
- Posts denials.
- May investigate unidentified cash and resolve misdirected payments.
- Mentor less experienced staff and may assist Billing Manager with training new employees Receive payment requests from the Collections Dept.
- Balance/ compare monthly totals with the HR department.

Payment Posting Specialist

Delta Corporation - 2014 – 2015

Responsibilities:

- Responsible for applying payments accurately to patient accounts.
- Make adjustments as needed for accounts having contracts with insurance companies.
- Complete deposit tickets on checks posted daily.
- Post payments to customer accounts, run and process credit payments, handle customer inquiries, balance all posted payments daily, pull information .
- AR, process car deals, evening deposits, received payments, monthly reports..
- Post payments for insurances, train employees, review work of others posting payments.
- Processing patient financial information, generate end-of-month payment reports.

Education

Bachelor in Management

SKILLS

Customer Service, Excel Spreadsheets, Recruiting, Payment Processing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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