



POSITION OVERVIEW

Job Title: Payment Coordinator
Department: Revenue Cycle Management Shared Services
Job Code: PAYPOSTCOORD
Reports to: Supervisor, Cash Operations
FLSA Status: Non-Exempt
Location: Remote
Draft Date: 04142026
Revision Date: 04142026
Approved By: Stephanie Suthard
Role: Individual Contributor

POSITION SUMMARY

This position is responsible for the timely and accurate posting of payments, denials and adjustments. Accurate collection/allocation of bank deposits per practice. Accurate and detailed posting of EOB payments from insurance companies to patient accounts.

POSITION DUTIES AND RESPONSIBILITIES

- Capable of posting miscellaneous payments, manual and electronic to patient accounts
- Export all 835 electronic payment files in preparation of posting
- Resolve any edits and report issues timely and accurately from all 835 payer files
- Post all non-EDI payments, contractual allowances, rejection codes, deductibles, and copayments
- Update and maintain all logs and spreadsheets used for reconciliation
- Obtain missing ERA/835/EOB from payers via portal or telephone
- Research unidentified payments and/or recoupments to determine appropriate resolution
- Identify credit balances at time of posting and correct any erroneous mistakes
- Maintains or exceeds established productivity goals and quality standards

DESIRED PROFESSIONAL SKILLS AND EXPERIENCE

- High School Diploma preferred and two years of Medical Billing and Collection Experience
- Working knowledge of EOB's, EFT's and ERA's
- 2 years posting experience
- Knowledge of Managed Care Contracts, Medicare, and Medicaid
- Excellent attention to detail
- Ability to work independently with minimal supervision
- Proficient use of Microsoft Office applications (Word, Excel, Outlook)

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never Occasionally Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never Occasionally Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never Occasionally Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never Occasionally Constantly

Adjusting or moving objects up to 5 pounds in all directions.

Never Occasionally Constantly

Communicating with others to exchange information.

Never Occasionally Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never Occasionally Constantly

Operating machinery and/or power tools.

Never Occasionally Constantly

Operating motor vehicles or heavy equipment.

Never Occasionally Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never Occasionally Constantly

Environmental Conditions

Low temperatures.

Never Occasionally Constantly

High temperatures.

Never Occasionally Constantly

Outdoor elements such as precipitation and wind.

Never Occasionally Constantly

Noisy environments.

Never Occasionally Constantly

Hazardous conditions.

Never Occasionally Constantly

Poor ventilation.

Never Occasionally Constantly

Small and/or enclosed spaces.

Never Occasionally Constantly

No adverse environmental conditions expected.

Never Occasionally Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

Never Occasionally Constantly

Light work that includes moving objects up to 20 pounds.

Never Occasionally Constantly

Medium work that includes moving objects up to 50 pounds.

Never Occasionally Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never Occasionally Constantly



I have reviewed this job description, and I understand all my job duties and responsibilities. I can perform the essential functions as outlined. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Support Teammate's Signature

Date