



# JOB DESCRIPTION

**POSITION: PAYMENT PROCESSOR**

**REPORTS TO: DIRECTOR OF CLAIMS PROCESSING**

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## **GENERAL DESCRIPTION:**

Daily maintenance of claim and payment processing functions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Post all auto-post payments
- Post all commercial/manual payments
- Post all No Pays (Medicare & BCBS) for all carriers
- Review all claims for secondary insurance and print when applicable
- Note rejected claims for analysis on batches for A/R
- Process patient payments via phone and assist with patient payment posting
- Sort all patient payment and EOB mail
- Back-up charge entry
- Assist with Unpaid Claims Report as assigned
- Assist with patient phone calls
- Assist with credentialing
- Must comply with all policies and procedures of the organization, including but not limited to standard operating procedures and employee handbook
- Performs various other duties as requested

## **MINIMUM KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

### Education:

- High School diploma required

### Experience:

- Highly experienced in Allscripts Pro PM preferred
- Highly experienced in Ophthalmology preferred
- Familiar with ICD-9 and CPT preferred
- Accurate in all office equipment
- Highly accurate and efficient data entry skills
- Must have a problem-solving attitude
- Knowledge of medical insurance/benefits.
- Able to multitask and stay focused without input from manager
- Exhibit good communication and interpersonal skills

**WORKING CONDITIONS:**

- Normal corporate office environment
- Work may involve a high level of stress due to doctor/patient schedules on a given day

**ACKNOWLEDGEMENT:** I have read the Job Description for the **Claims Payment Processor** and understand the functions and objectives of the position at TLC Eyecare & Laser Centers.

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Signature

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Date

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Witness Signature

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Date

**The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**