



Revenue Cycle Payment Posting Specialist

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric, OB-GYN, Allergy & Asthma and Urology clinics located throughout the San Francisco Bay Area.

POSITION SUMMARY:

The Revenue Cycle Payment Posting Specialist is responsible for the timely and accurate posting of EFT transactions and adjustments, balancing daily manual batches, and assisting with daily reconciliation. Works collaboratively with Revenue Cycle colleagues to ensure provision of work products that meet quality and quantity expectations established by the organization.

Responsibilities:

1. Supporting the organization with daily posting and reconciling of deposits.
2. Identify the difference between PLB vs overpayment.
3. Manage credit balances. Process refunds as needed.
4. Provide support for team with posting issues.
5. Process credit card payments received in correspondence files.
6. Distribute correspondence to appropriate department.
7. Performs other duties as requested or assigned.
8. Quality responsibilities:
 - i. Maintain 95% accuracy of job duties.
 - ii. Seeks educational opportunities for professional growth and development.
 - iii. Partners with all team members to achieve goals.

Essential Functions:

A. Productivity/Efficiency:

- Works collaboratively with Revenue Cycle colleagues to ensure provision of work products that meets quality and quantity expectations.

B. Critical and Analytical Thinking:

- Possess the ability to analyze situations and strategize solutions.
- Ability to work from a general concept to a finished product with minimal supervision.

C. Technical Skills:

- Strong computer skills especially in EPIC, Microsoft Office tools also required.

D. Communication (Oral and Written):

- Excellent verbal and written communication skills.
- Ability to demonstrate diplomacy in communication and use conflict resolution techniques.

E. Professional Accountability:

- Engages in teamwork and collegial collaboration among all team members.
- Maintains positive working relationships with UBCP colleagues, and others.
- Ensures work product meets defined quality, quantity and timeliness expectations.

F. Quality and Service:

- Monitors and addresses potential risk management and quality issues in a timely manner.
- Addresses quality and quantity requirements in an effective and timely manner.
- Maintains standards of service, productivity, safety, and security.
- Ensure Electronic Health Record (E.H.R.) optimization within the organization.
- Participate in initiatives to achieve performance on quality metrics set forth by the organization.

G. Other Job Functions:

- Performs other duties as assigned.

POSITION REQUIREMENTS:

Skills:

- Computer (Explorer, Excel, Word, Outlook, EPIC (or other EHR software).

Ability:

- Multi-task and work independently.
- Assess and translate organization/customer needs into learning objectives and devise effective training solutions.
- Good communication skills both verbal and written.

Education:

- High School/GED

Knowledge:

- Knowledge of insurance billing and compliance with a high level of problem solving skills.
- Medical terminology, rules, and regulations relating to the Revenue Cycle.
- Understanding of managed care contracts, insurance and credentialing compliance

Experience:

- 5+ years of healthcare accounts receivable experience with expertise in un-adjudicated claim management, appeals and pre-collections.
- Knowledge of how to read an EOB and insurance portals.
- Demonstrated ability to develop and train staff on process and procedures.

ADDITIONAL INFORMATION

A. Physical Requirements

- Must be able to lift 20 pounds.
- Must be able to walk, stand, or sit for long periods of time.

B. Working Relationships/Contacts:

- Initiates and maintains communication with Manager and colleagues on critical issues.
- Initiates and maintains effective working relationships with UBCP colleagues and other people with whom the incumbent must interact to perform their responsibilities.
- Respects and is sensitive to cultural diversity, patient care, patient rights and ethical treatment, safety and security of physical environments, teamwork, and demonstrates respect for others.

The essential functions listed are typical examples of work performed in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. This position may also perform other duties as assigned.

My supervisor has reviewed the job responsibilities of this position with me and I have received a copy of this job description. I fully understand the job duties and responsibilities described herein. I acknowledge that this document does not create an employment contract, implied or otherwise, and that my employment with UBCP is on an "at will" basis.

APPROVALS:

Employee Date

Supervisor Date

Human Resources Director Date