

*We are looking for hard working people to join our growing company!*

**Payment Posting Position**

This is a terrific opportunity for a motivated person looking for a career. You will join a healthy team environment. The successful candidate will be responsible for posting charges from super bills as well as internal coding worksheets.

**Job Responsibilities include:**

- Review & balance multiple deposits.
- Demonstrate good verbal communication skills.
- Maintain 98% production standard for data entry.
- Complete work in a timely and accurate manner.
- File or route source documents after entry.
- Post payments and Adjustments according to EOB's
- Understand and audit EOB's.
- Ability to type 50+wpm or 10,000 kspH with little to no error.
- Strong customer service and computer skills.
- Recognize ICD-9 and CPT coding mistakes.
- Understand the proper use of modifiers.
- Knowledge of medical terminology and concepts.
- Ability to quickly learn the Billing System.
- Functional accounting/math principles.
- Perform quality assurance for charges and compliance.
- Other duties or projects may be assigned to meet business needs.

**Requirements:**

The ideal candidate should have:

2+ years experience with physician or ASC revenue management.

The minimum education required for this position is a High School diploma or equivalent

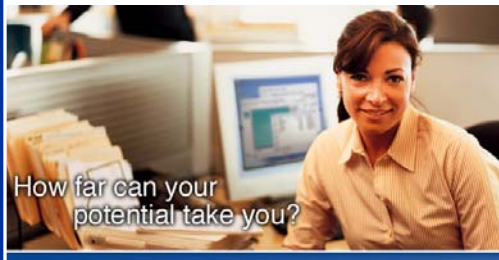
Knowledge of medical billing software(Raintree & Centricity) is a plus.

Experience with HCFA/ UB-04 forms and familiarity with ICD9 & CPT4 codes is a must.

Must have a positive attitude!

We provide a terrific work environment, competitive compensation, plenty of room for career growth and comprehensive benefits.

Our corporate office is in Orange, CA. Please email resumes to [careers@newportmed.com](mailto:careers@newportmed.com)



At Newport Medical Solutions, we're working toward a future where everyone's potential can be fulfilled.