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# Example of Cash Posting Job Description

Our company is searching for experienced candidates for the position of cash posting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for cash posting

* Meet all “End of month” requirements and departmental performance standards
* Process all payments received by insurance companies in the form of a credit card via the virtual terminal and post to the appropriate patient level encounters
* Employee will be held to a high level of confidentiality & integrity in regards to accessing Florida Hospital bank accounts
* Track payments on various spreadsheets such as, lockbox, CPA and any other assigned statistical data
* Monitor SSI/HARP remittance computer screens daily to ensure processing and posting of the remittances
* Post all deposits received from various entities
* Prior hospital billing or banking experience (Preferred)
* Post and balance all payments and contractual adjustments received in an accurate and timely manner in compliance with departmental policies and procedures
* Post all zero-pay Explanation of Benefits (deductibles)
* Post appropriate denial and other reason codes

## Qualifications for cash posting

* Knowledge of applicable federal and state regulations
* Exerting up to 10 pounds of force occasionally (up to 1/3 of the time) and/or
* A negligible amount of force frequently (1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body
* 3+ years of experience as a Sr
* 1+ years of Healthcare Cash Posting experience
* Microsoft Excel experience with the ability to pull data from a spreadsheet, sort, filter, and basic formulas