



Example of Payment Processor Job Description

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Our innovative and growing company is hiring for a payment processor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for payment processor

- Downloads deposit files from lock box accounts
- Posts payments, denials, and adjustments from all payers
- Review all remittance advices for accuracy to identify errors or questionable data
- Researches and resolves unapplied/unidentified cash receipts
- Reviews postings to ensure payment is applied appropriately, corrects payment posting errors for the sites, and submits refund requests
- Operates effectively within the organizational structure
- Assists with the follow-up requests for medical records, continuing claim reports (PR's), and other information related to claims that are on the "no activity report"
- Creates and mails letters and follows-up on correspondence to the applicant and the financial institution related to a change in or denial of coverage
- Prepares and submits check requests to Accounting for payment of invoices from physicians and other medical facilities for medical records
- Assists with incoming calls from claimants, physicians, and financial institution clients and documents the calls in the claim file and EDMS

Qualifications for payment processor

- A business related certificate/diploma from Community College or University
- Some college course work in medical terminology or related field preferred

- Must have strong analytical, organizational, and detail oriented skills
- Must have excellent verbal and written communication skills to interact with internal/external contacts and customers
- Must be able to use basic office equipment and have excellent organizational and communication skills