



Hope Grows!

We seek an experienced medical insurance and authorizations specialist to join our team.

Our patients walk through the doors with great expectations... and hope. It will be your job to help us deliver it.

We seek a seasoned medical insurance (benefit) and authorizations specialist for our therapy services department. Our physical therapy benefit and authorizations specialists are responsible to provide outstanding full spectrum customer service and office support. They check our patient's insurance benefits as therapy orders are received and process the insurance authorizations needed.

Part of a team, other duties will include cross-training in reception and scheduling. This position may prefer the flexibility to work at either location (at State Street and at Keizer) as well as to help cover the closing shift until 7 p.m.

Our ideal candidate has:

- Minimum 1-2 years relevant experience
- Great attention to detail, compassion and empathy
- Strong interpersonal skills to communicate with in-person and over the telephone
- Knowledge of Microsoft Office Word & Excel software, NextGen®
- Outstanding customer service and team member skills
- Proven ability to maintain patience and composure when faced with challenging situations
- Ability to pass background check

Preference is given for:

- NextGen® or comparable EMR experience

To Apply: Download our application at <http://www.hopeorthopedics.com/careers>.

Submit your application, resume and cover letter to Careers@HopeOrthopedics.com or fax to (503)316-3780.

Could this be you?

The people of Hope Orthopedics are passionate about providing patient centered service excellence and delivering world class musculoskeletal care.

Hope Orthopedics of Oregon, a patient-centered orthopedic and neurosurgery practice with 15 surgeons, 13 physician assistants/nurse practitioners, and over 150 support staff members offers full spectrum of orthopedic and neurological care in our downtown location. We also offer X-Ray, MRI, a cast and brace department, on-site lab and EKG, as well as physical and hand therapy. Our employees enjoy a competitive benefits package that includes health, dental, vision, disability and retirement.