



## **Hope Grows!**

### **We seek an experienced surgery coordinator 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.

#### Surgery Coordinator – Orthopedic Medical Group

Our surgery coordinators are responsible for ensuring that everything is in place for a surgery to occur for our orthopedic patients. Responsibilities include scheduling and coordinating all required pre-operative activities and appointments. Our surgery coordinators provide outstanding customer service to our surgical patients when guiding them through the pre-operative and admission process, as well as educating and serving as a resource to them.

#### **Our ideal candidate:**

- Is a credentialed medical assistant
- Has demonstrated ability to focus with great attention to detail and timeliness
- Has exceptional interpersonal communication skills
- Is able to work closely in person and on the telephone with patients, surgeons, and staff at the hospital, surgery center, PCP offices and specialty provider offices
- Has minimum 1 year current experience
- Has the ability to pass background check

#### **Preference is given for:**

- NextGen® or comparable EMR experience
- Orthopedic experience

**Our best employees are:** Compassionate, customer service oriented, dependable, detail-oriented, empathetic, flexible team players with strong communication skills.

**To Apply:** Download our application at <http://www.hopeorthopedics.com/careers>. Submit your application, resume and cover letter to [Careers@HopeOrthopedics.com](mailto: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 practice with 14 orthopedic surgeons and 11 physician assistants/nurse practitioners, and over 150 support staff members offers a full spectrum of orthopedic 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.

*Hope Orthopedics is an Equal Opportunity Employer*

Hope Orthopedics of Oregon 1600 State Street Salem Oregon 97301