



## **Hope Grows!**

### **We seek an experienced credentialed medical assistant 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.

Our medical assistants provide excellent patient care specialized for our orthopedic patients while assisting Physicians and Physician Assistants/Nurse Practitioners. Our medical assistants manage a variety of patient care, clerical, environmental, and organizational tasks associated with providing exceptional patient-centered care. Our medical assistants are credentialed and responsible for accurate and timely documentation in the electronic health record. Other duties may include performing wound care, dressing/cast removal, sterilization of instruments, assisting with appointment and surgery scheduling.

### **Our ideal candidate:**

- Is credentialed (certified or registered: CMA/AAMA, RMA, NCMA)
- Has minimum 1 year experience
- Has strong working knowledge of medical and drug terminology
- Possesses excellent customer service skills and a high-level professional demeanor
- Is detail-oriented and organized with excellent time-management skills
- Has NextGen® or comparable EMR experience

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

- Orthopedic experience
- Surgery coordination experience

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

**To Apply:** This position requires a resume, cover letter and application. Apply online and attach corresponding documents by visiting <http://www.hopeorthopedics.com/careers>, and clicking the application link.

### **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