Hope Grows!
We seek an experienced medical scheduling specialist to join our team.

Medical Scheduling Specialist – Orthopedic Medical Group

Be the voice of Hope as the first point of contact for all incoming phone calls to our centralized phone system.

Provide phone call management:
  Answer multiple incoming telephone lines, screen and transfer calls, answer various questions, and obtain the necessary information to properly assist our callers.

Schedule medical appointments:
  Book patient appointments within parameters of our physician scheduling templates, availability and preferences.

Must have:
- Minimum 2 years relevant medical telephone and medical scheduling experience
- Exceptional interpersonal communication skills
- NextGen® or comparable EMR experience
- Ability to pass background check

Our ideal candidate has:
- Bilingual language abilities - Spanish
- Proven ability to work collaboratively in person and on the telephone with physicians, patients, co-workers and the public
- Ability to maintain patience and composure when faced with challenging situations
- Outstanding customer service

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 surgeons, 11 physician assistants/nurse practitioners, and over 150 support staff members offers 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