



Hope Grows!

We seek an experienced patient registration & referrals 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.

Registration & Referrals Specialist – Orthopedic Medical Group

Our registration and referral specialists assist patients to receive timely appointments by gathering and verifying all the information required to register our patients in the scheduling process.

General responsibilities include:

- Verify patient demographic, financial data, insurance coverage
- Process electronic referral files
- Contacts payers/insurance companies for patient eligibility, benefits and referrals
- Documents registration/referral information, notifies appropriate parties
- Follows-up until patient is ready for scheduling

Our ideal candidate has:

- Minimum 2-5 years current patient registration and referrals experience
- Knowledge of Microsoft Office Word & Excel software, NextGen®
- Outstanding customer service skills, with compassion and empathy
- A team-player with strong communication and telephone skills
- Great attention to detail
- Ability to pass a background check

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 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 medical, dental, vision, disability and retirement.

Hope Orthopedics is an Equal Opportunity Employer

Hope Orthopedics of Oregon 1600 State Street Salem, Oregon 97301