



Hope Grows!

We seek experienced medical receptionists 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 receptionists are responsible to provide medical office support with outstanding customer service in any area of our busy, fast paced clinic. They ensure the overall management of the patient workflow: greet patients; assist patients through the check in and check out process by completing patient registration, verifying insurance and demographics, updating the EHR and necessary forms, accepting co-payments and scheduling appointments; provide instructions and directions to our patients and their families; complete patient forms for disability insurance and protected leaves; ensure the confidentiality and proper maintenance of patient medical records and information; and maintain clean, orderly waiting areas.

Our ideal candidate has:

- Demonstrated outstanding customer service, communication and team member skills
- Great attention to detail, compassion, empathy and strong interpersonal skills to communicate with patients in-person and over the telephone
- Proven ability to maintain patience and composure when faced with challenging situations
- Ability to pass background check

Preference is given for:

- At least 2 years of medical receptionist experience
- NextGen® or comparable EMR experience
- Bilingual language abilities - Spanish

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 medical, dental, vision, disability and retirement.