



## **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