



Hope Grows!

We seek a patient accounts receivable specialist to join our team.

Patient Accounts Specialist – Orthopedic Medical Group

Our patients walk through the doors with great expectations... and hope. It will be your job to help us deliver it. We seek a quality-focused patient accounts receivable specialists to assist our patients with their financial accounts.

Core Job Functions:

- Arrange payment plans for our patients
- Collect all required deposits
- Post and balance payment batches
- Review and investigate the aged trial balances
- Identify delinquent accounts
- Perform various collection actions.

Our ideal candidate has:

- A minimum of two years working with patient accounts in a medical office or facility.
- Intermediate knowledge of MS Office Software, including Excel and Word
- Ability to identify problems and recommend solutions;
- Great attention to detail with strong prioritization, organization and analysis abilities
- Outstanding customer service and team member skills
- Demonstrated ability to exercise initiative, judgment, discretion/confidentiality
- Effective communication skills (both written and verbal)
- Ability to pass background check
- Preference is given for NextGen® or comparable EMR experience

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 10 physician assistants/nurse practitioners, and over 135 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