



Hope Grows!

We seek an experienced medical receptionist and scheduler 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.

We seek a seasoned medical receptionist and scheduler for our Keizer satellite location. Our physical therapy receptionists are responsible for providing outstanding customer service and office support. They schedule appointments and check-in patients (for both therapy and clinic), keep the schedule and patient flow organized, greet and accompany patients, relay information to the families, answer phone calls providing pertinent information, provide EMR management, verify insurance and demographics, accept co-payments and call missed appointments. As part of a team, other duties include maintaining the patient care environment and managing supplies.

Our ideal candidate has:

- Minimum 1-2 years of experience medical scheduling
- Strength and mobility to clean, inspect and maintain exercise and therapy equipment and to perform manual housekeeping
- Outstanding customer service, communication and team member skills
- Great attention to detail
- Compassion, empathy and strong interpersonal skills to communicate in-person and over the telephone
- Ability to pass background check

Preference is given for:

- Prior experience scheduling physical therapy appointments
- NextGen® or comparable EMR experience
- Bilingual in English and Spanish

To Apply: This position requires a resume and cover letter. 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 13 orthopedic surgeons and 11 physician assistants/nurse practitioners, and over 150 support staff members offers a full spectrum of orthopedic care in our downtown and Keizer locations. 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